SECOND SUNDAY
POLICIES & PROCEDURES

OUTLINE/TABLE OF CONTENTS

Purpose of this manual

Organization

- Mission Statement
- Primary Event (Monthly Meeting)
  - Description
  - Plan/checklist of meeting tasks and responsible parties (Note: Perhaps should be an appendix to manual listing specific tasks required to carry out the meeting)
- Other events, programs, or endeavors
- Organization Chart

Officers (Executive Committee) – provide position description, major functions, and specific task/responsibilities for each

- Co-Chairs
  - Position description *(General description of position's purpose as recorded in bylaws, if available.)*
  - Major functions *(Broad areas of responsibility for the position.)*
  - Specific tasks *(Step-by-step description of how the work is done)*
- Secretary
- Treasurer
- Historian

Committees & Coordinators (Steering Committee) – provide committee or program description/purpose, major functions, and specific tasks/responsibilities for each

- Activities
  - Mission Statement *(Vision and general description of the committee's purpose)*
  - Major functions *(Areas within Second Sunday for which the committee is responsible)*
  - Specific tasks/responsibilities *(Step-by-step details of processes to carry out the major functions of the committee/program especially as related to the general meeting)*
- Ambassadors/Hospitality
- Finance
- Membership
- My Brother's Keeper
- Over 40 Group
- Public Relations
- Topics

SECOND SUNDAY
POLICIES & PROCEDURES

OUTLINE/TABLE OF CONTENTS

Policies – procedural requirements to be institutionalized in the conduct of Second Sunday business

- Meetings – policies for scheduling meetings, recording occurrences and communicating results
  - Frequency of executive committee, steering committee, and other committee meetings
  - Requirements for recording meeting minutes
  - Distribution of minutes to officers and attendees
- Financial operations – policies for receiving and dispersing funds, maintaining financial records, budgeting, and reporting financial position (Note: May actually need a financial operations appendix to the P&P manual)

BYLAWS
OF SECOND SUNDAY OF ATLANTA, GEORGIA

PREAMBLE

These Bylaws are to provide the framework for the ongoing daily operations of Second Sunday of Atlanta, Georgia.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated (2ND Sunday, or 2ND Sunday, Atlanta, Georgia).

ARTICLE II - STATEMENT OF PURPOSE

STATEMENT OF PURPOSE: Second Sunday shall exist to be a support organization created to assist in the growth and development of Gay, Bi-sexual and Transgendered Men of African American descent through education, social, spiritual and cultural activities. To that end the purposes for which Second Sunday are created are:

1) To promote pride, unity and strength by empowering, uplifting the collective consciousness of African American Gay Bisexual and Transgendered Men of African American descent;

2) To transcend barriers and labels maintained by dominant cultural institutions;

3) To create economic opportunities for African American Men to prosper and contribute to African American development and growth.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of an application for membership and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year. Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership for a Member unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the BYLAWS and Standing Rules of Second Sunday. Non-compliance with the BYLAWS and Standing Rules of Second Sunday, and activities detrimental to Second Sunday shall subject a member to review by a Special Committee of Review appointed by the Steering Committee.

Section 5. Full authority for Second Sunday shall rest with the membership. The general membership shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and therea~ter operate as a corporate entity there shall be a Board of Directors with all powers and duties assigned to such a body under the laws of the jurisdiction of incorporation. To the fullest extent possible under such laws the Board of Directors shall have powers of delegation and substitution and shall seem to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of the Officers of Second Sunday, as set forth in Article Vl, Section 2 of these BYLAWS.

Section 3. The term of office of each Director shall be coterminous with his term as an officer under Article Vlll Section 3 of these Bylaws.

ARTICLE V - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage, and make rules and regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The number of Steering Committee members upon the enactment of these by-laws shall be twelve. Thereafter, the number of members shall be decided by the Steering Committee but shall never be less than four.

Section 4. Whenever possible the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Steering Committee members shall be elected at an annual meeting of the membership On the Second Sunday of November of each year, and shall take office at the December second Sunday Steering meeting of that year..

Section 7. The specific procedures for the election of Steering Committee members shall be decided by the current Steering Comrnittee. Such procedures, must be in accordance with these by-laws.

Section 8. Any Steering Committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a two/thirds (2/3) absolute majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 9. Vacancies on the Steering Committee shall be filled by recommendations made by the Co-Chairmen, upon confirmation by a simple majority of the Steering Committee. The

appointment shall be for the balance of the term of the member who is being replaced.

Section 10. Regular meetings of the Steering Committee shall be held not less frequently than once in each month at such time and place as the Steering Committee shall from time to time determine. The Secretary shall notify Steering Committee members of the place and time of all such regular meetings at least seven (7) days prior to said meeting.

Section 11. Special meetings of the Steering Committee may be called by or at the request of the co-chairmen, or at the request of one-third of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting, along with notice of the place and time, at least two (2) days prior to the proposed meeting.

Section 12. An absolute majority of all current members of the Steering Committee shall constitute a quorum for the transaction of business at any meeting of the Steering Committee.

Section 13. Each Steering Committee member shall, at every meeting of the Steering Committee, be entitled to one vote in person upon each subject properly submitted to vote. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 14. Except as specified otherwise herein, the act of a majority of the Steering Committee members present at a meeting at which a quorum is present shall be the act of the Steering Committee.

Section 15. Any action required by law to be taken at a Steering Committee meeting, or any action which may be taken at a meeting of the Steering Committee, may be taken without meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 16. Steering Committee members as such shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses may be allowed; but nothing herein contained shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation therefor.

Section 17. The Steering Committee may authorize any officer or other individual to enter into any contract or execute and deliver any instrument on behalf of the organization, and

specific instances. In the absence of such authorization, no officer or other individual shall have any power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose in any arnount.

Section 18. Any officer may be removed from office by a two/thirds (2/3) absolute majority vote of the current members of the Steering Committee after due process..

Section 19. The Steering Committee shall have the power to elect from among 2ND Sunday members, replacements to fill any vacancy in any office occurring for any reason whatsoever. A member elected to fill a vacancy in an ooffice shall be elected to hold offlce for the unexpired term of his predecessor.

Section 21. Other committees not having and exercising the authority of the Steering Committee in the management of the organization may be established by a resolution adopted by a simple majority of the Steering Committee or at a general membership meeting. Except as otherwise provided in such resolution, chairpersons of each such comnittee shall not be required to be members of the Steering Comnittee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee chairpersons.

2. All committees shall be under the control and ultimate supervision of the Steering Committee. Committees shall be subject to and shall abide by the rules and policies which the Steering Committee establishes.

ARTICLE VI-OFFICERS

Section 1. Any member of 2ND Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;

2. A Secretary;

3. A Treasurer;

4. Two representatives to the National Black Gay and Lesbian Leadership Forum.

5. Coordinators of duly constituted 2ND Sunday committees.

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that office, as defined by these BYLAWS, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the General Membership, meeting to conduct official business.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the 2nd Sunday of each December of each year.

ARTICLE VII- DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communication with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever, practical, be submitted to the membership for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) for Second Sunday, or shall designate such representative(s);

2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;

3. Make interim appointments as needed;

4. Provide a second signature with the Treasurer's on all checks for this organization;

5. Sign all contracts for Second Sunday or shall designate such representative(s);

6. Serve as ex-offlcio members of all committees except the nominations/elections committee(s);

7. Call special meetings when necessary;

8. Conduct balloting of the membership by mail when so directed by the Steering Committee; and

9. Perform all other functions normally associated with this offlce or as mandated by the Steering Comrnittee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the membership;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairrnen; and;

3. Perforrn all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

l. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday;

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is July l through June 30 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Second Sunday Representatives shall:

1. Be the comrnunications liaison between Second Sunday and the National Black Gay and Lesbian Leadership Forum and its member organizations;

2. Represent Second Sunday at the National Black Gay and Lesbian Leadership Forum and/or other National Conferences.

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Comrnittee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE VIII - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the co-chairmen, the Steering Committee or by the written request of one-fourth of the general membership. Notice of special meeting shall be given the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of a general membership meeting shall consist of those present and must include at least one of the Co-Chairmen; and decisions of the membership shall be made by a majority vote except where designated otherwise by these BYLAWS or the Standing Rules of Second Sunday.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The parliarnentary authority of Second Sunday shall be the current edition of Robert's Rules of Order, Revised, except where said edition is at variance with these BYLAWS or the Standing Rules of Second Sunday.

ARTICLE X - AMENDMENTS

Section 1. The BYLAWS may be amended or revised by an affirmative vote of an absolute two-thirds majority of the Steering Committee and/or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee and the general membership prior to at least one regular meeting of the Steering Committee and prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XI - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Nonprofit Corporation Code.

BYLAWS OF SECOND SUNDAY OF ATLANTA

PREAMBLE

These Bylaws are to provide the framework for the ongoing operations of Second Sunday of Atlanta.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated Second Sunday.

ARTICLE II - MISSION STATEMENT

Second Sunday shall exist to be a support organization created to assist in the growth and development of gay, bisexual and transgendered Men of African descent through education, social, spiritual and cultural activities. To that end, the purposes for which Second Sunday is created are:

1. To provide an atmosphere that promotes pride, unity and strength through the empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent.

2. To transcend barriers and labels maintained by dominant cultural institutions.

3. To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of a membership form and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year (January 1st). Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the Bylaws and Standing Rules of Second Sunday. Non-compliance with the Bylaws and Standing Rules of Second Sunday, and participation in activities detrimental to Second Sunday, shall subject a member to review by a Special Committee appointed by the Executive Committee.

Section 5. Full authority for Second Sunday shall rest with the Steering Committee. The Steering Committee shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and thereafter operate as a corporate entity, there shall be a Board of Directors. The Board of Directors shall have all powers and duties assigned under the laws of the jurisdiction of incorporation. The Board of Directors shall have the powers of delegation and substitution. It shall have also, the power to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of men and women from the Black Gay and Lesbian community.

Section 3. The term of office of each Director shall be determined by the Steering Committee.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the following:

Co-Chairmen
Secretary
Treasurer
Historian

Section 2. The Executive Committee shall be responsible for ensuring the mission and goals

of Second Sunday are realized.

Section 3. The Executive Committee shall oversee the execution of the Steering Committee functions as designated in Article VI of the Bylaws.

Section 4. The Executive Committee is responsible for determining the general structure of the discussion meeting.

Section 5. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning 2 months or less) with outside organizations without the approval of the Steering Committee.

ARTICLE VI - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage and make rules of regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The Steering Committee shall be comprised of the Executive Committee and the coordinators of the Standing Committees.

Section 4. Whenever possible, the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Any Steering committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a 2/3 majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 7. Regular meetings of the Steering Committee shall be held no less than once a month at such time and place determined by the Steering Committee. The Secretary shall notify Steering Committee members of the place and time of all

such regular meetings at least seven (7) days prior to said meeting.

Section 8. Special meetings of the Steering Committee shall be called by or at the request of the Co-Chairmen, or at the request of 1/3 of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting along with notice of the place and time, at least (2) days prior to the proposed meeting.

Section 9. A 2/3 majority of all current members of the Steering Committee shall constitute a quorum for transacting Steering Committee business.

Section 10. Each Steering Committee member shall be entitled to one vote in person. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 11. Any action requiring a vote by the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 12. Steering Committee members shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses my be allowed. Nothing herein contained, however, shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation.

Section 13. The Steering Committee may authorize an officer or other individual to enter into any contract or to execute and deliver any instrument on behalf of the organization. In the absence of the authorization, no officer or other individual shall have the power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose after due process. This stands with the exception of Article V, Section 5.

Section 14. The Steering Committee shall have the power to elect from among Second Sunday members, replacements to fill any vacancy in any office within 60 days of said vacancy. A member elected to fill a vacancy in an office shall be elected to hold office for the unexpired term of his predecessor.

Section 15. The Steering Committee shall have the power to establish new Standing Committees by a 2/3 majority vote. The co-coordinators of any new Standing Committee shall be represented on the Steering Committee. The Steering Committee also has the power to establish ad hoc committees as needed; the coordinators of said committees shall not be members of the Steering Committee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee coordinators.

2. All committees shall be under the supervision of the Executive Committee, and shall be subject to the rules and policies established by the Steering Committee.

ARTICLE VII - STANDING COMMITTEES

Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be elected at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Coordinator vacancies shall be filled by a majority vote where at least 50% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

ARTICLE VIII - OFFICERS

Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;
2. A Secretary;
3. A Treasurer;
4. A Historian;

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that

office, as defined by the bylaws, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the general membership.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the Second Sunday of each April of each year.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communications with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s);

2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;

3. Make interim appointments as needed;

4. Provide a second signature with the Treasurer on all checks for this organization; excluding checks flowing from the Expense Account.

5. Sign all contracts for Second Sunday or shall designate such representative(s);

6. Serve as ex-officio members of all committees except the nominations/elections committee(s);

7. Call special meetings when necessary;

8. Represent Second Sunday to the National Black Gay and Lesbian Leadership Forum or shall designate such representative(s);

9. Conduct balloting of the membership by mail when so directed by the Steering Committee; and

10. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday; except the checks flowing from the Expense Account.

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Historian shall:

1. Be responsible for the recording, maintenance and supervision of the organizations activities, events and other interests utilizing various media-print, audio, video, etc.

2. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE X - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the Co-Chairmen, a simple majority of the Steering Committee or by the written request of one-fourth (1/4) of the general membership. Notice of the special meeting shall be given to the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of general membership meeting shall consist of those members present and at least one of the Co-Chairmen. Decisions of the membership shall be made by a majority vote except where designated otherwise by the bylaws or the Standing Rules of Second Sunday.

ARTICLE XI - BANKING PROCEDURES

Section 1. All Monies, to include dues, grant monies, and those generated from fund raising shall be maintained in a banking institution in one of two interest bearing accounts listed in the name of the organization.

Section 2. The first account shall be a General Funds account where all deposits are made. Only three persons shall have access to this account: the Treasurer and the two Co-Chairpersons. All transactions involving this account shall require two signatures: the Treasurer's and one of the Co-Chairmen.

Section 3. The second account shall be an Expense account. All transactions involving this account shall only require the signature of the Treasurer. The purpose of this account will be for paying the monthly expenses incurred by the organization, as well as reimbursing any expenses members might incur on behalf of the organization, but not to exceed $200.00. Any reimbursements or payments greater than $200.00 will be taken from the General Fund Account.

Section 4. The Expense account should be periodically replenished with deposits from the General Funds account to maintain a minimum balance of $100.00, but not to exceed $400.00.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The parliamentary reference of Second Sunday shall be the current edition of Robert's Rules of Order, Revised.

ARTICLE XIII - AMENDMENTS

Section 1. The Bylaws may be amended or revised by (2/3) majority of the Steering Committee or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee or the general membership prior to one regular meeting of the Steering Committee or prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XIV - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Non-profit Corporation Code.

BYLAWS OF SECOND SUNDAY OF ATLANTA

PREAMBLE

These Bylaws are to provide the framework for the ongoing operations of Second Sunday of Atlanta.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated Second Sunday.

ARTICLE II - MISSION STATEMENT

Second Sunday shall exist to be a support organization created to assist in the growth and development of gay, bisexual and transgendered Men of African descent through education, social, spiritual and cultural activities. To that end, the purposes for which Second Sunday is created are:

1. To provide an atmosphere that promotes pride, unity and strength through the empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent.

2. To transcend barriers and labels maintained by dominant cultural institutions.

3. To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of a membership form and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year (January 1st). Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the Bylaws and Standing Rules of Second Sunday. Non-compliance with the Bylaws and Standing Rules of Second Sunday, and participation in activities detrimental to Second Sunday, shall subject a member to review by a Special Committee appointed by the Executive Committee.

Section 5. Full authority for Second Sunday shall rest with the Steering Committee. The Steering Committee shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and thereafter operate as a corporate entity, there shall be a Board of Directors. The Board of Directors shall have all powers and duties assigned under the laws of the jurisdiction of incorporation. The Board of Directors shall have the powers of delegation and substitution. It shall have also, the power to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of men and women from the Black Gay and Lesbian community.

Section 3. The term of office of each Director shall be determined by the Steering Committee.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the following:

Co-Chairmen
Secretary
Treasurer
Historian

Section 2. The Executive Committee shall be responsible for ensuring the mission and goals

of Second Sunday are realized.

Section 3. The Executive Committee shall oversee the execution of the Steering Committee functions as designated in Article VI of the Bylaws.

Section 4. The Executive Committee is responsible for determining the general structure of the discussion meeting.

Section 5. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning 2 months or less) with outside organizations without the approval of the Steering Committee.

ARTICLE VI - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage and make rules of regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The Steering Committee shall be comprised of the Executive Committee and the coordinators of the Standing Committees.

Section 4. Whenever possible, the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Any Steering committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a 2/3 majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 7. Regular meetings of the Steering Committee shall be held no less than once a month at such time and place determined by the Steering Committee. The Secretary shall notify Steering Committee members of the place and time of all

such regular meetings at least seven (7) days prior to said meeting.

Section 8. Special meetings of the Steering Committee shall be called by or at the request of the Co-Chairmen, or at the request of 1/3 of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting along with notice of the place and time, at least (2) days prior to the proposed meeting.

Section 9. A 2/3 majority of all current members of the Steering Committee shall constitute a quorum for transacting Steering Committee business.

Section 10. Each Steering Committee member shall be entitled to one vote in person. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 11. Any action requiring a vote by the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 12. Steering Committee members shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses my be allowed. Nothing herein contained, however, shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation.

Section 13. The Steering Committee may authorize an officer or other individual to enter into any contract or to execute and deliver any instrument on behalf of the organization. In the absence of the authorization, no officer or other individual shall have the power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose after due process. This stands with the exception of Article V, Section 5.

Section 14. The Steering Committee shall have the power to elect from among Second Sunday members, replacements to fill any vacancy in any office within 60 days of said vacancy. A member elected to fill a vacancy in an office shall be elected to hold office for the unexpired term of his predecessor.

Section 15. The Steering Committee shall have the power to establish new Standing Committees by a 2/3 majority vote. The co-coordinators of any new Standing Committee shall be represented on the Steering Committee. The Steering Committee also has the power to establish ad hoc committees as needed; the coordinators of said committees shall not be members of the Steering Committee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee coordinators.

2. All committees shall be under the supervision of the Executive Committee, and shall be subject to the rules and policies established by the Steering Committee.

ARTICLE VII - STANDING COMMITTEES

Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be elected at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Coordinator vacancies shall be filled by a majority vote where at least 50% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

ARTICLE VIII - OFFICERS

Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;
2. A Secretary;
3. A Treasurer;
4. A Historian;

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that

office, as defined by the bylaws, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the general membership.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the Second Sunday of each April of each year.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communications with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s);

2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;

3. Make interim appointments as needed;

4. Provide a second signature with the Treasurer on all checks for this organization; excluding checks flowing from the Expense Account.

5. Sign all contracts for Second Sunday or shall designate such representative(s);

6. Serve as ex-officio members of all committees except the nominations/elections committee(s);

7. Call special meetings when necessary;

8. Represent Second Sunday to the National Black Gay and Lesbian Leadership Forum or shall designate such representative(s);

9. Conduct balloting of the membership by mail when so directed by the Steering Committee; and

10. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday; except the checks flowing from the Expense Account.

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Historian shall:

1. Be responsible for the recording, maintenance and supervision of the organizations activities, events and other interests utilizing various media-print, audio, video, etc.

2. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE X - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the Co-Chairmen, a simple majority of the Steering Committee or by the written request of one-fourth (1/4) of the general membership. Notice of the special meeting shall be given to the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of general membership meeting shall consist of those members present and at least one of the Co-Chairmen. Decisions of the membership shall be made by a majority vote except where designated otherwise by the bylaws or the Standing Rules of Second Sunday.

ARTICLE XI - BANKING PROCEDURES

Section 1. All Monies, to include dues, grant monies, and those generated from fund raising shall be maintained in a banking institution in one of two interest bearing accounts listed in the name of the organization.

Section 2. The first account shall be a General Funds account where all deposits are made. Only three persons shall have access to this account: the Treasurer and the two Co-Chairpersons. All transactions involving this account shall require two signatures: the Treasurer's and one of the Co-Chairmen.

Section 3. The second account shall be an Expense account. All transactions involving this account shall only require the signature of the Treasurer. The purpose of this account will be for paying the monthly expenses incurred by the organization, as well as reimbursing any expenses members might incur on behalf of the organization, but not to exceed $200.00. Any reimbursements or payments greater than $200.00 will be taken from the General Fund Account.

Section 4. The Expense account should be periodically replenished with deposits from the General Funds account to maintain a minimum balance of $100.00, but not to exceed $400.00.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The parliamentary reference of Second Sunday shall be the current edition of Robert's Rules of Order, Revised.

ARTICLE XIII - AMENDMENTS

Section 1. The Bylaws may be amended or revised by (2/3) majority of the Steering Committee or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee or the general membership prior to one regular meeting of the Steering Committee or prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XIV - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Non-profit Corporation Code.

BYLAWS OF SECOND SUNDAY OF ATLANTA

PREAMBLE

These Bylaws are to provide the framework for the ongoing operations of Second Sunday of Atlanta.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated Second Sunday.

ARTICLE II - MISSION STATEMENT

Second Sunday shall exist to be a support organization created to assist in the growth and development of gay, bisexual and transgendered Men of African descent through education, social, spiritual and cultural activities. To that end, the purposes for which Second Sunday is created are:

1. To provide an atmosphere that promotes pride, unity and strength through the empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent.

2. To transcend barriers and labels maintained by dominant cultural institutions.

3. To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of a membership form and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year (January 1st). Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the Bylaws and Standing Rules of Second Sunday. Non-compliance with the Bylaws and Standing Rules of Second Sunday, and participation in activities detrimental to Second Sunday, shall subject a member to review by a Special Committee appointed by the Executive Committee.

Section 5. Full authority for Second Sunday shall rest with the Steering Committee. The Steering Committee shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and thereafter operate as a corporate entity, there shall be a Board of Directors. The Board of Directors shall have all powers and duties assigned under the laws of the jurisdiction of incorporation. The Board of Directors shall have the powers of delegation and substitution. It shall have also, the power to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of men and women from the Black Gay and Lesbian community.

Section 3. The term of office of each Director shall be determined by the Steering Committee.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the following:

Co-Chairmen
Secretary
Treasurer
Historian

Section 2. The Executive Committee shall be responsible for ensuring the mission and goals

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Section 6. Any Steering committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a 2/3 majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

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such regular meetings at least seven (7) days prior to said meeting.

Section 8. Special meetings of the Steering Committee shall be called by or at the request of the Co-Chairmen, or at the request of 1/3 of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting along with notice of the place and time, at least (2) days prior to the proposed meeting.

Section 9. A 2/3 majority of all current members of the Steering Committee shall constitute a quorum for transacting Steering Committee business.

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Section 14. The Steering Committee shall have the power to elect from among Second Sunday members, replacements to fill any vacancy in any office within 60 days of said vacancy. A member elected to fill a vacancy in an office shall be elected to hold office for the unexpired term of his predecessor.

Section 15. The Steering Committee shall have the power to establish new Standing Committees by a 2/3 majority vote. The co-coordinators of any new Standing Committee shall be represented on the Steering Committee. The Steering Committee also has the power to establish ad hoc committees as needed; the coordinators of said committees shall not be members of the Steering Committee.

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2. All committees shall be under the supervision of the Executive Committee, and shall be subject to the rules and policies established by the Steering Committee.

ARTICLE VII - STANDING COMMITTEES

Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be elected at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Coordinator vacancies shall be filled by a majority vote where at least 50% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

ARTICLE VIII - OFFICERS

Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;
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3. A Treasurer;
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Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Tape Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be elected at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Committee vacancies shall be filled by a majority vote where at least 30% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

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Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

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Section 3. An officer who does not fulfill the duties and assigned responsibilities of that

office, as defined by the bylaws, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the general membership.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the Second Sunday of each April of each year.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communications with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s);
2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;
3. Make interim appointments as needed;
4. Provide a second signature with the Treasurer on all checks for this organization; excluding checks flowing from the Expense Account.
5. Sign all contracts for Second Sunday or shall designate such representative(s);
6. Serve as ex-officio members of all committees except the nominations/elections committee(s);
7. Call special meetings when necessary;
8. Represent Second Sunday to the National Black Gay and Lesbian Leadership Forum or shall designate such representative(s);
9. Conduct balloting of the membership by mail when so directed by the Steering Committee; and
10. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday; except the checks flowing from the Expense Account.

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Historian shall:

1. Be responsible for the recording, maintenance and supervision of the organizations activities, events and other interests utilizing various media-print, audio, video, etc.

2. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

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ARTICLE X - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the Co-Chairmen, a simple majority of the Steering Committee or by the written request of one-fourth (1/4) of the general membership. Notice of the special meeting shall be given to the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of general membership meeting shall consist of those members present and at least one of the Co-Chairmen. Decisions of the membership shall be made by a majority vote except where designated otherwise by the bylaws or the Standing Rules of Second Sunday.

ARTICLE XI - BANKING PROCEDURES

Section 1. All Monies, to include dues, grant monies, and those generated from fund raising shall be maintained in a banking institution in one of two interest bearing accounts listed in the name of the organization.

Section 2. The first account shall be a General Funds account where all deposits are made. Only three persons shall have access to this account: the Treasurer and the two Co-Chairpersons. All transactions involving this account shall require two signatures: the Treasurer's and one of the Co-Chairmen.

Section 3. The second account shall be an Expense account. All transactions involving this account shall only require the signature of the Treasurer. The purpose of this account will be for paying the monthly expenses incurred by the organization, as well as reimbursing any expenses members might incur on behalf of the organization, but not to exceed $200.00. Any reimbursements or payments greater than $200.00 will be taken from the General Fund Account.

Section 4. The Expense account should be periodically replenished with deposits from the General Funds account to maintain a minimum balance of $100.00, but not to exceed $400.00.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The parliamentary reference of Second Sunday shall be the current edition of Robert's Rules of Order, Revised.

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In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

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In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to declaration by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Non-profit Corporation Code.

ARTICLE I: ORGANIZATION AND PURPOSE

Section 1. Name and Charter

The name of this organization shall be Second Sunday of Atlanta. The name may be represented as 2nd Sunday, hereafter referred to as 2ndS. 2ndS is a non-profit entity organized within the State of Georgia exclusively for charitable, educational and social purposes.

Section 2. Location

The principal office of the organization shall be in the city of Atlanta, State of Georgia.

Section 3. Mission

2ndS shall exist to be a support organization created to assist in the growth and development of same-gender-loving Men of African Descent by providing educational, social, spiritual and cultural programs. To that end, 2ndS shall meet the following objectives:

1. Provide an atmosphere which promotes pride, unity and strength;
2. Transcend barriers and labels maintained by dominant cultural institutions; and
3. Create economic opportunities.

Section 4. Organization

2ndS shall be composed of:

1. General Membership;
2. Board of Directors;
3. Executive Committee;
4. Standing Committees - including but not limited to -
    - Activities
    - Finance
    - Membership
    - Operations
    - Public Relations
    - Topics;
5. Programs – including but not limited to –
    - 40-Plus
    - Youth; and
6. Ad Hoc Committees

Section 5. Records, Minutes and Books

2ndS shall:

1. Keep correct and complete books and records of accounts;
2. Keep minutes of the proceedings of the General Membership;
3. Keep minutes of the proceedings of the Board of Directors;
4. Keep minutes of the proceedings of the Committees;
5. Keep reports of the activities of the programs; and
6. Keep a record of the names, addresses, and telephone numbers of the Board of Directors.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE I: ORGANIZATION AND PURPOSE

Section 1. Name and Charter

The name of this organization shall be Second Sunday of Atlanta. The name may be represented as 2nd Sunday, hereafter referred to as 2nd. 2nd is a nonprofit entity organized within the State of Georgia exclusively for charitable, educational and social purposes.

Section 2. Location

The principal office of the organization shall be in the city of Atlanta, State of Georgia.

Section 3. Mission

2nd shall exist to be a unique organization created to assist in the growth and development of entrepreneurs living their Artrepreneur Dreams by providing educational, social, spiritual and cultural programs. To this end, 2nd shall engage in the following objectives:

1. Provide an atmosphere which promotes pride, unity and strength.
2. Transcend barriers and labels previously set by dominant culture in businesses and
3. Create and foster opportunities for

Section 4. Organization

2nd shall be composed of:

1. General Membership
2. Board of Directors
3. Executive Committee
4. Standing Committees - including but not limited to:
   - Activities
   - Finance
   - Membership
   - Operations
   - Public Relations
   - Events
5. Ad Hoc Committees

Section 5. Records, Minutes and Books

2nd shall:

1. Keep current and complete books and records of accounts
2. Keep minutes of the proceedings of the General Membership
3. Keep minutes of the proceedings of the Board of Directors
4. Keep minutes of the proceedings of the Committees
5. Keep reports of the activities of the programs and
6. Keep a record of the names, addresses, and telephone numbers of the Board of Directors.

Section 6. Execution of Documents
All contracts, checks, notes, or actions of like character issued or entered into by 2ndS shall be signed on behalf of 2ndS by at least one Officer.

Section 7. Fiscal Year
The fiscal year of the corporation shall be from January 1 through December 31.

Section 8. Governing Instruments
These Bylaws shall govern the organization and shall become *effective on ____, 1999.*

ARTICLE II: DIRECTORS

Section 1. Policies and Procedures
The Board of Directors shall supervise, control and direct the management, affairs and property of the organization. It shall determine its policies and procedures or changes therein; supervise the disbursement of its funds; and shall actively pursue its mission and purpose. The Board of Directors may adopt by majority vote such policies and procedures for the conduct of its business and the business of the organization as shall be deemed advisable, provided that such policies and procedures do not conflict with any provision of these bylaws.

Section 2. Composition
2ndS shall be governed by a board of directors comprised of but not limited to Chair, Vice-Chair, Secretary, Treasurer, Directors of Standing Committees and Directors of Programs. Board members shall serve without compensation.

Section 3. Duties/Powers
The Board of Directors shall have the following responsibilities:
1. Uphold the mission and objectives of 2ndS:
   a) Develop policy and long range plans reflective of the priorities and objectives of 2ndS 's mission as stated in Article I, Section 3 of these bylaws;
   b) Exercise all of the powers of 2ndS and supervise and control its business and affairs;
   c) Remove, if necessary, any Officer or Director for malfeasance in performance, for repeated absenteeism, or for other just cause. Removal shall require a two-thirds (2/3) vote of the filled seats of the Board of Directors; and
   d) Approve the overall plans of the Executive Committee.

2. Represent the General Membership within the organization:
   a) Solicit and review suggestions from the General Membership and facilitate implementation; and
   b) Call meetings of the General Membership.

3. Conduct and manage the business of 2ndS and plan for its future:
   a) Call special meetings of the Board provided notice of such meetings shall be given to all board members in accordance with Article II, Section 7.1 of these bylaws;
   b) Exercise powers and perform duties prescribed elsewhere in these bylaws;
   c) Authorize the execution of contracts and other agreements;
   d) Represent 2ndS in the community and maintain relationships with other organizations;

e) Hire and supervise staff as required to provide for the conduct of 2ndS business;
f) Develop and implement a program for individual and/or corporate sponsorship of 2ndS activities, and assume primary responsibility for such program(s);
g) Elect or appoint Officers of the Executive Committee to fill vacancies with the approval of the General Membership. In making appointments, the Board of Directors shall give consideration to competence and experience, and abide by Article II, Section 4 of these bylaws;
h) Delegate when necessary authority and responsibility to Executive and other committees; and
i) Establish and dissolve ad hoc committees and programs based on the needs of the organization. These ad hoc committees and programs are accountable to the Board of Directors in all matters.

4. Oversee the finances of 2ndS:
   a) Incur indebtedness in the name of 2ndS for such sums as are necessary for current and future operations; and
   b) Approve the financial budgets, supervise receipts and expenditures, and set up proper procedures for the collection, safekeeping and accounting of all 2ndS funds. The Board shall authorize the Finance Committee to oversee these financial duties.

Section 4. Qualifications

Members of the Board of Directors must meet the following qualifications:
1) Be a paid member of 2ndS;
2) Be a member of a Standing Committee or Program;
3) Not be a paid employee of 2ndS;
4) Show dedication for and a willingness to support the purpose, mission and goals of 2ndS;
5) Know and agree to abide by the bylaws and policies and procedures of 2ndS;
6) Demonstrate a willingness to commit the considerable time and energy necessary to run a successful organization; and
7) Have reached the age of eighteen (18) at the time of election to the Board of Directors of 2ndS.

Section 5. Terms of Office

Members of the Board of Directors must adhere to the following stipulations:
1) The members of the Board of Directors shall serve for a term of one (1) year. No Director or Officer shall serve more than two (2) consecutive terms in any one position.
2) Directors shall not be limited in their time served on the Board.
3) Officers shall serve no more than four (4) consecutive years on the Executive Committee.
4) The term of office shall be April 1 - March 31 for Officers and October 1 – September 30 for Directors.

Section 6. Nominations and Elections

Nominations of Directors shall be made during the July and August Standing Committee meetings and Program meetings for election at their respective September Standing Committee meetings and Program meetings.

Nominations of Officers shall be submitted to the Elections Committee - an ad hoc committee established by the Board of Directors - during the month of January. The Elections Committee shall then assess and present a recommended slate of candidates for election at the March General Membership meeting.

BYLAWS OF SECOND SUNDAY OF ATLANTA

Section 7. Meetings

The Board of Directors shall conduct at least one (1) regularly scheduled monthly meeting. Special meetings of the Board of Directors may be called at any time by the Chair, Vice-Chair, or by five (5) Board members. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 7.1 Notice of Special Meetings

All Board members shall be given at least a two (2) day notice of special meetings. Notice of meetings may be given personally, by telephone, telegram, cablegram, e-mail or facsimile transmission and shall be deemed given when the telephone message, telegram, cablegram, e-mail or facsimile transmission is sent to the Board member. The purpose of any meeting of the Board shall be specified in the notice (or waiver of notice) of such meeting. An instrument in writing may waive the notice of a special meeting.

Section 7.2 Waiver

Attendance of a Board member at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the meeting. This includes the time of the meeting, the manner in which it has been called or convened, and the notice of the purpose of the meeting. An exception would be when a Board member states, at the beginning of the meeting, any such objection or objections to the transaction of business.

Section 7.3 Quorum

A quorum for the transaction of any business shall be a majority (50% plus 1) of the Board members then in office. If a quorum is present, the Board of Directors may act upon a majority vote of the members, except as otherwise specifically provided in these bylaws. Every Board member shall have one (1) vote.

Section 7.4 Telephone and Similar Meetings

Members of the Board or any committee thereof may participate in any meeting of the Board or any committee thereof by means of conference telephone or similar communication device. All persons participating in the meeting must be able to hear and communicate with each other, and such participation in a meeting shall constitute presence in person at such meeting.

Section 7.5 Actions by the Board of Directors without a Meeting

Any action required to be taken or that may be taken at a Board of Directors meeting, may be taken without a meeting if prior consent in writing is given by all Board members. The written consent shall be filed with the minutes of the proceedings of the Board. All reasonable attempts shall be made by the Secretary to contact Board members and obtain a written vote. A quorum of the Board members must affirmatively vote in writing for the action to be carried out.

Section 8. Bank Appointment

The Board of Directors may, by majority vote in their discretion, appoint any bank or trust company as fiscal agent of the organization. The fiscal agent's principal office must be in the United States and have capital and surplus of not less than $10,000,000. The Board may delegate to such bank or trust company the custody and routine management of the organization's funds, subject to the direction and supervision of the Board of Directors.

Section 9. Finance

Section 9.1 Financial Reporting

The Board of Directors of 2ndS shall make public a monthly financial report. Financial statements shall be prepared and submitted to the Board of Directors for review within sixty (60) days after the fiscal year end. The Board of Directors shall ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines.

Section 9.2 Inspection of Books and Records

Every Board member shall have the right, with reasonable notice, to inspect all books, records, and documents, which are the property of 2ndS. This inspection may be made in person or by the Board member's designated agent or attorney with the right to copy and make extracts of documents.

Section 10. Compensation

Board members shall receive no compensation for their services as Board members. Nothing herein shall be construed to prevent a Board member from receiving any compensation from the organization for duties other than that of a Board member.

Section 11. Attendance at Board of Directors Meetings

To maintain voting eligibility, a Board member must attend at least two (2) General Membership meetings and no less than nine (9) regularly scheduled Board of Director meetings in a calendar year. The calendar year for the purpose of computing compliance begins in January to coincide with the fiscal year. Board members may seek a waiver of the above requirements from the Chair in case of personal emergency. In the absence of a Director, the respective Associate Director may act in his behalf. In the absence of both the Director and Associate Director a committee may appoint an alternate member to act on its behalf provided such alternate is approved by the Chair.

Section 12. Resignation

A Board member may resign at any time by delivering written notice to the Chair, Vice-Chair or Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. Resignation by a Board member does not relieve such Board member of any obligations incurred during his term of office.

Section 13. Vacancies

Vacancies occurring on the Board may be left unfilled until successors are elected at the next October Standing Committee meetings or Program meetings. Vacancies may also be filled at the next meeting of the respective Standing Committees or Programs. The Chair, subject to the approval of the Executive Committee, may also appoint a successor to complete the balance of the term.

Section 14. Removal

By a two-thirds (2/3) vote, the Board of Directors may remove a Director or Officer from the Board for cause. Prior notice must be given to the Director or Officer to be removed, and said Director or Officer must have had an opportunity to be heard within a timeframe established by the Board.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of 2ndS shall be the Chair, Vice-Chair, Secretary and Treasurer. The General Membership shall elect the Officers by secret ballot at the March General Membership meeting.

Section 1.1 Chair

The Chair shall be the Chief Executive Officer of 2ndS. The Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as General Membership, Executive Committee, or special meetings of the same;
3. Sign contracts and other instruments connected with the business affairs and professional activities of 2ndS. This includes providing a second signature with the Treasurer on all checks;
4. Serve as, or designate, the official representative and spokesperson of 2ndS for all media and at such meetings of other groups as required by the Board of Directors;
5. Promote the interests of 2ndS and be responsible for the progress and work of 2ndS;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all Standing Committees and Programs except the Elections Committee;
8. Provide continuity and structure to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 1.2 Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board in the event of a vacancy of that position;
4. Serve as an ex officio member of all Standing Committees and Programs except the Elections Committee; and
5. Serve as a member of the Executive Committee.

Section 1.3 Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Respond to, distribute and maintain copies of the correspondence of 2ndS at the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the General Membership required by the bylaws;
6. Keep the records of 2ndS in safe custody;

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE III: OFFICERS

Section 3.1. Officers

The Officers of Zeal shall be the Chair, Vice-Chair, Secretary and Treasurer. The Council Members shall elect the Officers by secret ballot at the March General Membership meeting.

Section 3.2. Chair

The Chair shall be the Chief Executive Officer of Zeal. The Chair or his designee shall subject to the control of the Board, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as General Membership, Executive Committee, or special meetings of the same;
3. Sign contracts and other instruments consistent with the business affairs and professional activities of Zeal. This includes providing a second signature with the Treasurer on all checks;
4. Serve as the designee, the official spokesperson and spokesperson of Zeal for all media and at such meetings of other groups as required by the Board of Directors;
5. Perform the interests of Zeal and be responsible for the progress and work of Zeal;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all standing Committees and Programs except the Executive Committee;
8. Preside personally and attention to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 3.3. Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board in the event of a vacancy of that position;
4. Serve as an ex-officio member of all standing Committees and Programs except Executive Committee; and
5. Serve as a member of the Executive Committee.

Section 3.4. Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Responsible for distribution and maintenance copies of the corresponding of Zeal's to the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the General Membership as required by the Bylaws;
6. Keep the records of Zeal's in safe custody.

7. Surrender all 2ndS records to the incoming Secretary no later than April 1. In the event of resignation or removal from office, surrender all records immediately; and
8. Serve as a member of the Executive Committee.

Section 1.4 Treasurer

The Treasurer or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Ensure that the organization follows all financial polices and procedures including supervision of the receipts and disbursements of all funds;
2. Ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines;
3. Deposit all monies and valuables in the name and to the credit of 2ndS in such depositories as may be designated by the Board;
4. Provide a second signature with the Chair on all checks;
5. Pay the bills of 2ndS and keep a record of the same;
6. Submit a monthly financial report to the Board;
7. Prepare for submission all necessary books, vouchers and records for independent review at the end of each term of office or upon request by the Board;
8. Surrender all 2ndS documents to the incoming Treasurer no later than April 1. In the event of resignation or removal from office, surrender all records immediately;
9. Verify the dues paid status of members; and
10. Serve as a member of the Finance and Executive Committees.

Section 2. Compensation

Officers shall receive no compensation for their services as Officers. Nothing herein shall be construed to prevent an Officer from receiving any compensation from the organization for duties other than that of an Officer.

Section 3. Debt Limit

No Officer shall be authorized to incur debts on behalf of the organization without prior approval of the Board.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and Treasurer of 2ndS.

Section 2. Duties/Powers

The Executive Committee shall assist the Board of Directors in the execution of its duties as designated in Article II, Section 2 of these bylaws. The Executive Committee shall act as a representative of the Board of Directors on business occurring between regular Board of Directors meetings. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning two (2) months or less) with outside organizations without the advance approval of the Board of Directors. These actions are subject to the review or approval of the Board of Directors at the next Board of Directors meeting.

Section 3. Quorum
A simple majority of Executive Committee members constitutes a quorum for the transaction of all business. Each Executive Committee member shall have one (1) vote.

ARTICLE V: COMMITTEES

Section 1. Standing Committees
The Standing Committees of 2ndS shall include but not be limited to:

- Activities
- Finance
- Membership
- Operations
- Public Relations
- Topics

Section 1.1 Activities Committee
The Activities Committee coordinates the social and cultural activities of the organization, external to the Second Sunday meeting.

Section 1.2 Finance Committee
The Finance Committee is responsible for working with the Treasurer to maintain the fiscal integrity of 2ndS. It shall secure revenue sources including, but not limited to, grants and fundraising activities.

Section 1.3 Membership Committee
The Membership Committee is responsible for the recruitment and retention of the General Membership and the maintenance of the membership database.

Section 1.4 Operations Committee
The Operations Committee is responsible for coordinating the logistics of both the Second Sunday and General Membership meetings, including facility set-up and refreshments.

Section 1.5 Public Relations Committee
The Public Relations Committee is responsible for increasing public awareness of the organization and maintaining control of all 2ndS visual representations.

Section 1.6 Topics Committee
The Topics Committee shall select, develop and facilitate topics, which promote the social, spiritual, cultural, and educational needs of the membership within the Second Sunday meeting.

Section 2. Composition
All Standing Committees shall be composed of a Director who will serve as chair, an Associate Director who will serve as vice-chair and members-at-large. Standing Committee members may be drawn from the Board of Directors, the General Membership and other same-gender-loving Men of African Descent. Each Standing Committee shall maintain a roster of its members.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE V: COMMITTEES

Section 1. Standing Committees

The Standing Committees of SoS shall include but not be limited to:

- Activities
- Finance
- Membership
- Operations
- Public Relations
- Types

Section 1.1 Activities Committee

The Activities Committee coordinates the social and cultural activities of the organization, external to the Second Sunday meeting.

Section 1.2 Finance Committee

The Finance Committee is responsible for working with the Treasurer to maintain the fiscal integrity of SoS. It shall assess revenue sources including, but not limited to, grants and fundraising activities.

Section 1.3 Membership Committee

The Membership Committee is responsible for the recruitment and retention of the General Membership and the maintenance of the membership database.

Section 1.4 Operations Committee

The Operations Committee is responsible for coordinating the logistics of both the Second Sunday and General Membership meetings, including facility setup and teardown.

Section 1.5 Public Relations Committee

The Public Relations Committee is responsible for increasing public awareness of the organization and maintaining contact of all SoS's social representatives.

Section 1.6 Types Committee

The Types Committee shall select, develop, and facilitate topics, which promote the social, personal, cultural, and professional needs of the membership within the Second Sunday meeting.

Section 2. Composition

All Standing Committees shall be comprised of a Director who will serve as chair, an Assistant Director who will serve as vice-chair and members at large. Standing Committee members may be drawn from the Board of Directors, the General Membership, and the non-voting Sista of Afrikan Descent. Each Standing Committee shall maintain a roster of its members.

Section 3. Term of Office
The Director and Associate Director shall serve for a term of one (1) year, beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 4. Nominations and Elections
Nominations of Directors and Associate Directors shall be made during the July and August Standing Committee meetings for election at their respective September Standing Committee meetings.

Section 5. Meetings
The Standing Committees shall meet at least monthly. The Director, Associate Director or a majority of the members of a Standing Committee may call a special meeting of that committee at any time. Committees shall have the following operational responsibilities:
1. Have a minimum of one (1) regular monthly meeting;
2. Have an agenda for each meeting;
3. Keep minutes of each meeting, and submit a copy to the Board Secretary; and
4. Develop their own process of addressing interpersonal issues and conflicts.

Section 5.1 Quorum
A simple majority of members of each Standing Committee shall constitute a quorum.

Section 6. Ad hoc Committees
The Board of Directors may establish and dissolve ad hoc committees based on the needs of the organization. The Board shall appoint coordinators to direct the ad hoc committees. These committees shall be accountable to the Board of Directors in all matters.

ARTICLE VI: PROGRAMS

Section 1. Programs
The Programs of 2ndS shall include but not be limited to:
- 40-Plus
- Youth

Section 2. 40-Plus
40-Plus shall provide a forum to address issues which are important to men who are at least thirty-five (35) years of age through social activities and discussion groups.

Section 2.1 Composition
40-Plus shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent who are paid members of 2ndS and at least thirty-five (35) years of age.

Section 2.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE I: NAME

The name of the organization shall be Second Sunday of Atlanta, hereinafter referred to as "the Organization."

ARTICLE II: PURPOSE

The purpose of the Organization shall be to provide a forum to address issues which are important to men who are at least thirty-five (35) years of age through social activities and discussion groups.

ARTICLE III: BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of a Director, an Associate Director and Governors. The members shall be representative Young Men of African Descent who are paid members of Zeta and at least thirty-five (35) years of age.

Section 2. Terms of Office

The Director and Associate Director shall serve for a term of one (1) year, beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 3. Nominations and Elections

Nominations of Director and Associate Director shall be made during the July and August Standing Committee meetings for election at their respective September Standing Committee meetings.

Section 4. Meetings

The Standing Committees shall meet at least monthly. The Director, Associate Director or a majority of the members of a Standing Committee may call a special meeting of that committee at any time. Committees shall have the following operational responsibilities:

1. Have a minimum of one (1) regular monthly meeting;
2. Have an agenda for each meeting;
3. Keep minutes of each meeting, and submit a copy to the Board Secretary; and
4. Develop their own process of addressing interpersonal issues and conflicts.

Section 5. Quorum

A simple majority of members of each Standing Committee shall constitute a quorum.

Section 6. Ad hoc Committees

The Board of Directors may establish and dissolve ad hoc committees based on the needs of the organization. The Board shall appoint coordinators to direct the ad hoc committees. These committees shall be accountable to the Board of Directors in all matters.

ARTICLE IV: PROGRAMS

Section 1. Programs

The Programs of Zeta shall include but not be limited to:

- 40-Plus
- Youth

Section 2. 40-Plus

40-Plus shall be composed of a Director, an Associate Director and Governors. The members shall be representative Young Men of African Descent who are paid members of Zeta and at least thirty-five (35) years of age.

Section 2.1 Composition

40-Plus shall be composed of a Director, an Associate Director and Governors. The members shall be representative Young Men of African Descent who are paid members of Zeta and at least thirty-five (35) years of age.

Section 2.2 Terms of Office

The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

Section 2.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 2.4 Meetings
40-Plus shall meet at least monthly.

Section 3. Youth
The Youth Program shall provide a forum to address issues which are important to men between eighteen (18) and twenty-four (24) years of age through social activities and discussion groups.

Section 3.1 Composition
The Youth Program shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent between eighteen (18) and twenty-four (24) years of age.

Section 3.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 3.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 3.4 Meetings
The Youth Program shall meet at least monthly.

ARTICLE VII: MEMBERSHIP

Section 1. Designation of Membership and Voting Eligibility
Any person paying annual dues shall be considered a part of the General Membership. General members maintain their voting eligibility by paying membership dues, determined by the Board.

Section 2. Disclosure
2ndS shall not disclose the names, mailing or contact information of the general members without their consent.

Section 3. Resignation
A member may resign by oral or written notice of resignation to the Board Secretary.

Section 4. Suspension, Termination, and Expulsion
The Board of Directors may suspend or expel a member for cause. Prior notice must be given to the member to be removed and said member must have had an opportunity to be heard within a timeframe established by the Board.

Section 5. Liability
No member of the organization is, as such, personally liable for the acts, debts, liabilities, or obligations of the organization.

Section 6. Meetings

The Chair of the Board of Directors shall preside at all monthly Second Sunday and quarterly General Membership meetings.

Section 6.1 Quarterly Meeting

General Membership meetings shall be held quarterly. These meetings shall include progress reports of the activities and financial operations of the organization. Any other business deemed appropriate may come before these meetings.

Section 6.1.1. Notice of Quarterly Meetings

All General Members shall be given at least a ten (10) day notice of quarterly General Membership meetings. Notice may be given personally, by first class mail, telephone, or e-mail and shall be deemed given when sent.

Section 6.2. Special Meetings

Special meetings of the Membership may be called by the Chair, Vice-Chair, one-third (1/3) of the Board or upon written petition of fifteen percent (15%) of the General Membership. The organization shall notify members of the place, date, and time of each special meeting no fewer than ten (10) days before the meeting. Notice of a special meeting includes a description of matter or matters for which the meeting is called. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 6.3. Quorum

A quorum shall be the Members that are present at the General Membership or special meeting.

Section 7. Waiver

Attendance by a member at a meeting shall constitute a waiver of notice of such meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. Attendance by a member at a meeting waives objection to consideration of a particular meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.

ARTICLE VIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts and Instruments

The Board of Directors may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or defined in specific instances.

Section 2. Checks, Deposits and Funds

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization shall be signed by two such officer or officers, agent or agents of the organization and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Chair, Vice Chair and the Treasurer shall sign such instruments.

ARTICLE IX: INDEMNIFICATION

The organization shall indemnify and hold harmless each person who shall serve at any time hereafter as a Director, Officer, employee, or agent of the organization (including the heirs, executors, administrators or estate of such person) from and against any and all claims and liabilities to which such person shall become subject by reason of his having heretofore or hereafter been a Director, Officer, employee, or agent of the organization, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him.

ARTICLE X: AMENDMENTS

These bylaws may be altered, amended, repealed, or added to by the affirmative vote of not less than two-thirds (2/3) of the Board of Directors or a simple majority of the General Members present at a quarterly or special meeting. Proposed amendments shall be submitted in writing to the Board of Directors or the General Membership at the meeting preceding the Board of Directors or General Membership vote.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the organization and after all outstanding obligations have been satisfied, the Board shall distribute the remaining assets to organizations which reflect or support the mission of 2ndS.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in observance of Robert's Rules of Order. The Chair of the meeting may appoint a parliamentarian to aid in conducting meetings.

ARTICLE XIII: STAFF

The Board of Directors shall be responsible for creating and implementing such staffing arrangements as required to provide for the conduct of 2ndS business. A Director or Officer may not serve on the staff of the organization.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE I: ORGANIZATION AND PURPOSE

Section 1. Name and Charter

The name of this organization shall be Second Sunday of Atlanta. The name may be represented as 2nd Sunday, hereafter referred to as 2ndS. 2ndS is a non-profit entity organized within the State of Georgia exclusively for charitable, educational and social purposes.

Section 2. Location

The principal office of the organization shall be in the city of Atlanta, State of Georgia.

Section 3. Mission

2ndS shall exist to be a support organization created to assist in the growth and development of same-gender-loving Men of African Descent by providing educational, social, spiritual and cultural programs. To that end, 2ndS shall meet the following objectives:

1. Provide an atmosphere which promotes pride, unity and strength;
2. Transcend barriers and labels maintained by dominant cultural institutions; and
3. Create economic opportunities.

Section 4. Organization

2ndS shall be composed of:

1. General Membership;
2. Board of Directors;
3. Executive Committee;
4. Standing Committees - including but not limited to -
    - Activities
    - Finance
    - Membership
    - Operations
    - Public Relations
    - Topics;
5. Programs – including but not limited to –
    - 40-Plus
    - Youth; and
6. Ad Hoc Committees

Section 5. Records, Minutes and Books

2ndS shall:

1. Keep correct and complete books and records of accounts;
2. Keep minutes of the proceedings of the General Membership;
3. Keep minutes of the proceedings of the Board of Directors;
4. Keep minutes of the proceedings of the Committees;
5. Keep reports of the activities of the programs; and
6. Keep a record of the names, addresses, and telephone numbers of the Board of Directors.

Section 6. Execution of Documents
All contracts, checks, notes, or actions of like character issued or entered into by 2ndS shall be signed on behalf of 2ndS by at least one Officer.

Section 7. Fiscal Year
The fiscal year of the corporation shall be from January 1 through December 31.

Section 8. Governing Instruments
These Bylaws shall govern the organization and shall become *effective on ____, 1999.*

ARTICLE II: DIRECTORS

Section 1. Policies and Procedures
The Board of Directors shall supervise, control and direct the management, affairs and property of the organization. It shall determine its policies and procedures or changes therein; supervise the disbursement of its funds; and shall actively pursue its mission and purpose. The Board of Directors may adopt by majority vote such policies and procedures for the conduct of its business and the business of the organization as shall be deemed advisable, provided that such policies and procedures do not conflict with any provision of these bylaws.

Section 2. Composition
2ndS shall be governed by a board of directors comprised of but not limited to Chair, Vice-Chair, Secretary, Treasurer, Directors of Standing Committees and Directors of Programs. Board members shall serve without compensation.

Section 3. Duties/Powers
The Board of Directors shall have the following responsibilities:

1. Uphold the mission and objectives of 2ndS:
   a) Develop policy and long range plans reflective of the priorities and objectives of 2ndS 's mission as stated in Article I, Section 3 of these bylaws;
   b) Exercise all of the powers of 2ndS and supervise and control its business and affairs;
   c) Remove, if necessary, any Officer or Director for malfeasance in performance, for repeated absenteeism, or for other just cause. Removal shall require a two-thirds (2/3) vote of the filled seats of the Board of Directors; and
   d) Approve the overall plans of the Executive Committee.

2. Represent the General Membership within the organization:
   a) Solicit and review suggestions from the General Membership and facilitate implementation; and
   b) Call meetings of the General Membership.

3. Conduct and manage the business of 2ndS and plan for its future:
   a) Call special meetings of the Board provided notice of such meetings shall be given to all board members in accordance with Article II, Section 7.1 of these bylaws;
   b) Exercise powers and perform duties prescribed elsewhere in these bylaws;
   c) Authorize the execution of contracts and other agreements;
   d) Represent 2ndS in the community and maintain relationships with other organizations;

e) Hire and supervise staff as required to provide for the conduct of 2ndS business;
f) Develop and implement a program for individual and/or corporate sponsorship of 2ndS activities, and assume primary responsibility for such program(s);
g) Elect or appoint Officers of the Executive Committee to fill vacancies with the approval of the General Membership. In making appointments, the Board of Directors shall give consideration to competence and experience, and abide by Article II, Section 4 of these bylaws;
h) Delegate when necessary authority and responsibility to Executive and other committees; and
i) Establish and dissolve ad hoc committees and programs based on the needs of the organization. These ad hoc committees and programs are accountable to the Board of Directors in all matters.

4. Oversee the finances of 2ndS:
   a) Incur indebtedness in the name of 2ndS for such sums as are necessary for current and future operations; and
   b) Approve the financial budgets, supervise receipts and expenditures, and set up proper procedures for the collection, safekeeping and accounting of all 2ndS funds. The Board shall authorize the Finance Committee to oversee these financial duties.

Section 4. Qualifications

Members of the Board of Directors must meet the following qualifications:
1) Be a paid member of 2ndS;
2) Be a member of a Standing Committee or Program;
3) Not be a paid employee of 2ndS;
4) Show dedication for and a willingness to support the purpose, mission and goals of 2ndS;
5) Know and agree to abide by the bylaws and policies and procedures of 2ndS;
6) Demonstrate a willingness to commit the considerable time and energy necessary to run a successful organization; and
7) Have reached the age of eighteen (18) at the time of election to the Board of Directors of 2ndS.

Section 5. Terms of Office

Members of the Board of Directors must adhere to the following stipulations:
1) The members of the Board of Directors shall serve for a term of one (1) year. No Director or Officer shall serve more than two (2) consecutive terms in any one position.
2) Directors shall not be limited in their time served on the Board.
3) Officers shall serve no more than four (4) consecutive years on the Executive Committee.
4) The term of office shall be April 1 - March 31 for Officers and October 1 – September 30 for Directors.

Section 6. Nominations and Elections

Nominations of Directors shall be made during the July and August Standing Committee meetings and Program meetings for election at their respective September Standing Committee meetings and Program meetings.

Nominations of Officers shall be submitted to the Elections Committee - an ad hoc committee established by the Board of Directors - during the month of January. The Elections Committee shall then assess and present a recommended slate of candidates for election at the March General Membership meeting.

Section 7. Meetings

The Board of Directors shall conduct at least one (1) regularly scheduled monthly meeting. Special meetings of the Board of Directors may be called at any time by the Chair, Vice-Chair, or by five (5) Board members. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 7.1 Notice of Special Meetings

All Board members shall be given at least a two (2) day notice of special meetings. Notice of meetings may be given personally, by telephone, telegram, cablegram, e-mail or facsimile transmission and shall be deemed given when the telephone message, telegram, cablegram, e-mail or facsimile transmission is sent to the Board member. The purpose of any meeting of the Board shall be specified in the notice (or waiver of notice) of such meeting. An instrument in writing may waive the notice of a special meeting.

Section 7.2 Waiver

Attendance of a Board member at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the meeting. This includes the time of the meeting, the manner in which it has been called or convened, and the notice of the purpose of the meeting. An exception would be when a Board member states, at the beginning of the meeting, any such objection or objections to the transaction of business.

Section 7.3 Quorum

A quorum for the transaction of any business shall be a majority (50% plus 1) of the Board members then in office. If a quorum is present, the Board of Directors may act upon a majority vote of the members, except as otherwise specifically provided in these bylaws. Every Board member shall have one (1) vote.

Section 7.4 Telephone and Similar Meetings

Members of the Board or any committee thereof may participate in any meeting of the Board or any committee thereof by means of conference telephone or similar communication device. All persons participating in the meeting must be able to hear and communicate with each other, and such participation in a meeting shall constitute presence in person at such meeting.

Section 7.5 Actions by the Board of Directors without a Meeting

Any action required to be taken or that may be taken at a Board of Directors meeting, may be taken without a meeting if prior consent in writing is given by all Board members. The written consent shall be filed with the minutes of the proceedings of the Board. All reasonable attempts shall be made by the Secretary to contact Board members and obtain a written vote. A quorum of the Board members must affirmatively vote in writing for the action to be carried out.

Section 8. Bank Appointment

The Board of Directors may, by majority vote in their discretion, appoint any bank or trust company as fiscal agent of the organization. The fiscal agent's principal office must be in the United States and have capital and surplus of not less than $10,000,000. The Board may delegate to such bank or trust company the custody and routine management of the organization's funds, subject to the direction and supervision of the Board of Directors.

Section 9. Finance

Section 9.1 Financial Reporting

The Board of Directors of 2ndS shall make public a monthly financial report. Financial statements shall be prepared and submitted to the Board of Directors for review within sixty (60) days after the fiscal year end. The Board of Directors shall ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines.

Section 9.2 Inspection of Books and Records

Every Board member shall have the right, with reasonable notice, to inspect all books, records, and documents, which are the property of 2ndS. This inspection may be made in person or by the Board member's designated agent or attorney with the right to copy and make extracts of documents.

Section 10. Compensation

Board members shall receive no compensation for their services as Board members. Nothing herein shall be construed to prevent a Board member from receiving any compensation from the organization for duties other than that of a Board member.

Section 11. Attendance at Board of Directors Meetings

To maintain voting eligibility, a Board member must attend at least two (2) General Membership meetings and no less than nine (9) regularly scheduled Board of Director meetings in a calendar year. The calendar year for the purpose of computing compliance begins in January to coincide with the fiscal year. Board members may seek a waiver of the above requirements from the Chair in case of personal emergency. In the absence of a Director, the respective Associate Director may act in his behalf. In the absence of both the Director and Associate Director a committee may appoint an alternate member to act on its behalf provided such alternate is approved by the Chair.

Section 12. Resignation

A Board member may resign at any time by delivering written notice to the Chair, Vice-Chair or Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. Resignation by a Board member does not relieve such Board member of any obligations incurred during his term of office.

Section 13. Vacancies

Vacancies occurring on the Board may be left unfilled until successors are elected at the next October Standing Committee meetings or Program meetings. Vacancies may also be filled at the next meeting of the respective Standing Committees or Programs. The Chair, subject to the approval of the Executive Committee, may also appoint a successor to complete the balance of the term.

Section 14. Removal

By a two-thirds (2/3) vote, the Board of Directors may remove a Director or Officer from the Board for cause. Prior notice must be given to the Director or Officer to be removed, and said Director or Officer must have had an opportunity to be heard within a timeframe established by the Board.

7. Surrender all 2ndS records to the incoming Secretary no later than April 1. In the event of resignation or removal from office, surrender all records immediately; and
8. Serve as a member of the Executive Committee.

Section 1.4 Treasurer

The Treasurer or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Ensure that the organization follows all financial polices and procedures including supervision of the receipts and disbursements of all funds;
2. Ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines;
3. Deposit all monies and valuables in the name and to the credit of 2ndS in such depositories as may be designated by the Board;
4. Provide a second signature with the Chair on all checks;
5. Pay the bills of 2ndS and keep a record of the same;
6. Submit a monthly financial report to the Board;
7. Prepare for submission all necessary books, vouchers and records for independent review at the end of each term of office or upon request by the Board;
8. Surrender all 2ndS documents to the incoming Treasurer no later than April 1. In the event of resignation or removal from office, surrender all records immediately;
9. Verify the dues paid status of members; and
10. Serve as a member of the Finance and Executive Committees.

Section 2. Compensation

Officers shall receive no compensation for their services as Officers. Nothing herein shall be construed to prevent an Officer from receiving any compensation from the organization for duties other than that of an Officer.

Section 3. Debt Limit

No Officer shall be authorized to incur debts on behalf of the organization without prior approval of the Board.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and Treasurer of 2ndS.

Section 2. Duties/Powers

The Executive Committee shall assist the Board of Directors in the execution of its duties as designated in Article II, Section 2 of these bylaws. The Executive Committee shall act as a representative of the Board of Directors on business occurring between regular Board of Directors meetings. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning two (2) months or less) with outside organizations without the advance approval of the Board of Directors. These actions are subject to the review or approval of the Board of Directors at the next Board of Directors meeting.

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of 2ndS shall be the Chair, Vice-Chair, Secretary and Treasurer. The General Membership shall elect the Officers by secret ballot at the March General Membership meeting.

Section 1.1 Chair

The Chair shall be the Chief Executive Officer of 2ndS. The Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as General Membership, Executive Committee, or special meetings of the same;
3. Sign contracts and other instruments connected with the business affairs and professional activities of 2ndS. This includes providing a second signature with the Treasurer on all checks;
4. Serve as, or designate, the official representative and spokesperson of 2ndS for all media and at such meetings of other groups as required by the Board of Directors;
5. Promote the interests of 2ndS and be responsible for the progress and work of 2ndS;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all Standing Committees and Programs except the Elections Committee;
8. Provide continuity and structure to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 1.2 Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board in the event of a vacancy of that position;
4. Serve as an ex officio member of all Standing Committees and Programs except the Elections Committee; and
5. Serve as a member of the Executive Committee.

Section 1.3 Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Respond to, distribute and maintain copies of the correspondence of 2ndS at the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the General Membership required by the bylaws;
6. Keep the records of 2ndS in safe custody;

Section 3. Quorum

A simple majority of Executive Committee members constitutes a quorum for the transaction of all business. Each Executive Committee member shall have one (1) vote.

ARTICLE V: COMMITTEES

Section 1. Standing Committees

The Standing Committees of 2ndS shall include but not be limited to:

- Activities
- Finance
- Membership
- Operations
- Public Relations
- Topics

Section 1.1 Activities Committee

The Activities Committee coordinates the social and cultural activities of the organization, external to the Second Sunday meeting.

Section 1.2 Finance Committee

The Finance Committee is responsible for working with the Treasurer to maintain the fiscal integrity of 2ndS. It shall secure revenue sources including, but not limited to, grants and fundraising activities.

Section 1.3 Membership Committee

The Membership Committee is responsible for the recruitment and retention of the General Membership and the maintenance of the membership database.

Section 1.4 Operations Committee

The Operations Committee is responsible for coordinating the logistics of both the Second Sunday and General Membership meetings, including facility set-up and refreshments.

Section 1.5 Public Relations Committee

The Public Relations Committee is responsible for increasing public awareness of the organization and maintaining control of all 2ndS visual representations.

Section 1.6 Topics Committee

The Topics Committee shall select, develop and facilitate topics, which promote the social, spiritual, cultural, and educational needs of the membership within the Second Sunday meeting.

Section 2. Composition

All Standing Committees shall be composed of a Director who will serve as chair, an Associate Director who will serve as vice-chair and members-at-large. Standing Committee members may be drawn from the Board of Directors, the General Membership and other same-gender-loving Men of African Descent. Each Standing Committee shall maintain a roster of its members.

Section 3. Term of Office

The Director and Associate Director shall serve for a term of one (1) year, beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 4. Nominations and Elections

Nominations of Directors and Associate Directors shall be made during the July and August Standing Committee meetings for election at their respective September Standing Committee meetings.

Section 5. Meetings

The Standing Committees shall meet at least monthly. The Director, Associate Director or a majority of the members of a Standing Committee may call a special meeting of that committee at any time. Committees shall have the following operational responsibilities:

1. Have a minimum of one (1) regular monthly meeting;
2. Have an agenda for each meeting;
3. Keep minutes of each meeting, and submit a copy to the Board Secretary; and
4. Develop their own process of addressing interpersonal issues and conflicts.

Section 5.1 Quorum

A simple majority of members of each Standing Committee shall constitute a quorum.

Section 6. Ad hoc Committees

The Board of Directors may establish and dissolve ad hoc committees based on the needs of the organization. The Board shall appoint coordinators to direct the ad hoc committees. These committees shall be accountable to the Board of Directors in all matters.

ARTICLE VI: PROGRAMS

Section 1. Programs

The Programs of 2ndS shall include but not be limited to:

- 40-Plus
- Youth

Section 2. 40-Plus

40-Plus shall provide a forum to address issues which are important to men who are at least thirty-five (35) years of age through social activities and discussion groups.

Section 2.1 Composition

40-Plus shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent who are paid members of 2ndS and at least thirty-five (35) years of age.

Section 2.2 Terms of Office

The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

Section 2.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 2.4 Meetings
40-Plus shall meet at least monthly.

Section 3. Youth
The Youth Program shall provide a forum to address issues which are important to men between eighteen (18) and twenty-four (24) years of age through social activities and discussion groups.

Section 3.1 Composition
The Youth Program shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent between eighteen (18) and twenty-four (24) years of age.

Section 3.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 3.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 3.4 Meetings
The Youth Program shall meet at least monthly.

ARTICLE VII: MEMBERSHIP

Section 1. Designation of Membership and Voting Eligibility
Any person paying annual dues shall be considered a part of the General Membership. General members maintain their voting eligibility by paying membership dues, determined by the Board.

Section 2. Disclosure
2ndS shall not disclose the names, mailing or contact information of the general members without their consent.

Section 3. Resignation
A member may resign by oral or written notice of resignation to the Board Secretary.

Section 4. Suspension, Termination, and Expulsion
The Board of Directors may suspend or expel a member for cause. Prior notice must be given to the member to be removed and said member must have had an opportunity to be heard within a timeframe established by the Board.

Section 5. Liability
No member of the organization is, as such, personally liable for the acts, debts, liabilities, or obligations of the organization.

Section 6. Meetings
The Chair of the Board of Directors shall preside at all monthly Second Sunday and quarterly General Membership meetings.

Section 6.1 Quarterly Meeting
General Membership meetings shall be held quarterly. These meetings shall include progress reports of the activities and financial operations of the organization. Any other business deemed appropriate may come before these meetings.

Section 6.1.1. Notice of Quarterly Meetings
All General Members shall be given at least a ten (10) day notice of quarterly General Membership meetings. Notice may be given personally, by first class mail, telephone, or e-mail and shall be deemed given when sent.

Section 6.2. Special Meetings
Special meetings of the Membership may be called by the Chair, Vice-Chair, one-third (1/3) of the Board or upon written petition of fifteen percent (15%) of the General Membership. The organization shall notify members of the place, date, and time of each special meeting no fewer than ten (10) days before the meeting. Notice of a special meeting includes a description of matter or matters for which the meeting is called. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 6.3. Quorum
A quorum shall be the Members that are present at the General Membership or special meeting.

Section 7. Waiver
Attendance by a member at a meeting shall constitute a waiver of notice of such meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. Attendance by a member at a meeting waives objection to consideration of a particular meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.

ARTICLE VIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts and Instruments
The Board of Directors may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or defined in specific instances.

Section 2. Checks, Deposits and Funds
All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization shall be signed by two such officer or officers, agent or agents of the organization and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Chair, Vice Chair and the Treasurer shall sign such instruments.

ARTICLE IX: INDEMNIFICATION

The organization shall indemnify and hold harmless each person who shall serve at any time hereafter as a Director, Officer, employee, or agent of the organization (including the heirs, executors, administrators or estate of such person) from and against any and all claims and liabilities to which such person shall become subject by reason of his having heretofore or hereafter been a Director, Officer, employee, or agent of the organization, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him.

ARTICLE X: AMENDMENTS

These bylaws may be altered, amended, repealed, or added to by the affirmative vote of not less than two-thirds (2/3) of the Board of Directors or a simple majority of the General Members present at a quarterly or special meeting. Proposed amendments shall be submitted in writing to the Board of Directors or the General Membership at the meeting preceding the Board of Directors or General Membership vote.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the organization and after all outstanding obligations have been satisfied, the Board shall distribute the remaining assets to organizations which reflect or support the mission of 2ndS.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in observance of Robert's Rules of Order. The Chair of the meeting may appoint a parliamentarian to aid in conducting meetings.

ARTICLE XIII: STAFF

The Board of Directors shall be responsible for creating and implementing such staffing arrangements as required to provide for the conduct of 2ndS business. A Director or Officer may not serve on the staff of the organization.

AMENDMENTS TO SECOND SUNDAY BYLAWS

A. Change of name of Hospitality Committee to Ambassadors Committee, as of October, 1997
B. Monthly meetings of the general membership shall now become quarterly meetings, as of September, 1997.

Sections effected include:

Article VII, Section 1, previously read:
Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

Article VII, Section 1 shall now read:
Section 1. The Standing Committees will include:

Activities Committee
Ambassadors Committee
Membership Committee
Public Relations Committee
Topic Committee

Article X, Section 1 previously read:
Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Article X, Section 1 shall now read:
Section 1. There shall be **quarterly** meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE I: ORGANIZATION AND PURPOSE

Section 1. Name and Charter

The name of this organization shall be Second Sunday of Atlanta. The name may be represented as 2nd Sunday, hereafter referred to as 2ndS. 2ndS is a non-profit entity organized within the State of Georgia exclusively for charitable, educational and social purposes.

Section 2. Location

The principal office of the organization shall be in the city of Atlanta, State of Georgia.

Section 3. Mission

2ndS shall exist to be a support organization created to assist in the growth and development of same-gender-loving-Men of African Descent by providing educational, social, spiritual and cultural programs. To that end, 2ndS shall meet the following objectives:

1. Provide an atmosphere which promotes pride, unity and strength;
2. Transcend barriers and labels maintained by dominant cultural institutions; and
3. Create economic opportunities.

Section 4. Organization

2ndS shall be composed of:

1. General Membership;
2. Board of Directors;
3. Executive Committee;
4. ~~Standing Committees~~ - including but not limited to -
   - Activities
   - Finance
   - Membership
   - Operations
   - Public Relations
   - Topics;
5. ~~Programs including but not limited to -~~
   - ~~40 Plus~~
   - ~~Youth; and~~
6. Ad Hoc Committees

Paid Staff → Events Coordinator / ~~Executive Director~~
Accountant / Membership Coordinator
~~Event Committee~~
~~Members~~ ~~Volunteers~~
Volunteer Logistics Team
Volunteer Education Team

Section 5. Records, Minutes and Books

2ndS shall:

1. Keep correct and complete books and records of accounts;
2. ~~Keep minutes of the proceedings of the General Memberships~~
3. Keep minutes of the proceedings of the Board of Directors;
4. Keep minutes of the proceedings of the Committees;
5. Keep reports of the activities of the programs; and
6. Keep a record of the names, addresses, and telephone numbers of the Board of Directors.

Keep a Record of Past, Current & Life Members

Section 6. Execution of Documents

All contracts, checks, notes, or actions of like character issued or entered into by 2ndS shall be signed ~~on behalf of 2ndS by at least one Officer~~ Co-by Events Coordinator - Accarbat / Wm Zerch LP.

Section 7. Fiscal Year

The fiscal year of the corporation shall be from January 1 through December 31.

Section 8. Governing Instruments

These Bylaws shall govern the organization and shall become *effective on* ____, 2037 ~~1999~~.

ARTICLE II: DIRECTORS

Section 1. Policies and Procedures

The Board of Directors shall supervise, control and direct the management, affairs and property of the organization. It shall determine its policies and procedures or changes therein; supervise the disbursement of its funds; and shall actively pursue its mission and purpose. The Board of Directors may adopt by majority vote such policies and procedures for the conduct of its business and the business of the organization as shall be deemed advisable, provided that such policies and procedures do not conflict with any provision of these bylaws.

Section 2. Composition

2ndS shall be governed by a board of directors comprised of but not limited to Chair, Vice-Chair, Secretary, Treasurer, Directors of Standing Committees and Directors of Programs. Board members shall serve without compensation.

Section 3. Duties/Powers

The Board of Directors shall have the following responsibilities:

1. Uphold the mission and objectives of 2ndS:
   a) Develop policy and long range plans reflective of the priorities and objectives of 2ndS 's mission as stated in Article I, Section 3 of these bylaws;
   b) Exercise all of the powers of 2ndS and supervise and control its business and affairs;
   c) Remove, if necessary, any Officer or Director for malfeasance in performance, for repeated absenteeism, or for other just cause. Removal shall require a two-thirds (2/3) vote of the filled seats of the Board of Directors; and
   d) Approve the overall plans of the Executive Committee.

2. Represent the General Membership within the organization:
   a) Solicit and review suggestions from the General Membership and facilitate implementation; and
   b) Call meetings of the General Membership.

3. Conduct and manage the business of 2ndS and plan for its future:
   a) Call special meetings of the Board provided notice of such meetings shall be given to all board members in accordance with Article II, Section 7.1 of these bylaws;
   b) Exercise powers and perform duties prescribed elsewhere in these bylaws;
   c) Authorize the execution of contracts and other agreements;
   d) Represent 2ndS in the community and maintain relationships with other organizations;

e) Hire and supervise staff as required to provide for the conduct of 2ndS business;
f) Develop and implement a program for individual and/or corporate sponsorship of 2ndS activities, and assume primary responsibility for such program(s);
g) Elect or appoint Officers of the Executive Committee to fill vacancies with the approval of the General Membership. In making appointments, the Board of Directors shall give consideration to competence and experience, and abide by Article II, Section 4 of these bylaws;
h) Delegate when necessary authority and responsibility to Executive and other committees; and
i) Establish and dissolve ad hoc committees and programs based on the needs of the organization. These ad hoc committees and programs are accountable to the Board of Directors in all matters.

4. Oversee the finances of 2ndS:
   a) Incur indebtedness in the name of 2ndS for such sums as are necessary for current and future operations; and
   b) Approve the financial budgets, supervise receipts and expenditures, and set up proper procedures for the collection, safekeeping and accounting of all 2ndS funds. The Board shall authorize the Finance Committee to oversee these financial duties.

Section 4. Qualifications

Members of the Board of Directors must meet the following qualifications:
1) Be a paid member of 2ndS;
2) Be a member of a Standing Committee or Program;
3) Not be a paid employee of 2ndS;
4) Show dedication for and a willingness to support the purpose, mission and goals of 2ndS;
5) Know and agree to abide by the bylaws and policies and procedures of 2ndS;
6) Demonstrate a willingness to commit the considerable time and energy necessary to run a successful organization; and
7) Have reached the age of eighteen (18) at the time of election to the Board of Directors of 2ndS.

Section 5. Terms of Office

Members of the Board of Directors must adhere to the following stipulations:
1) The members of the Board of Directors shall serve for a term of one (1) year. No Director or Officer shall serve more than two (2) consecutive terms in any one position.
2) Directors shall not be limited in their time served on the Board.
3) Officers shall serve no more than four (4) consecutive years on the Executive Committee.
4) The term of office shall be April 1 - March 31 for Officers and October 1 – September 30 for Directors.

Section 6. Nominations and Elections

Nominations of Directors shall be made during the July and August Standing Committee meetings and Program meetings for election at their respective September Standing Committee meetings and Program meetings.

Nominations of Officers shall be submitted to the Elections Committee - an ad hoc committee established by the Board of Directors - during the month of January. The Elections Committee shall then assess and present a recommended slate of candidates for election at the March General Membership meeting.

Section 7. Meetings

The Board of Directors shall conduct at least one (1) regularly scheduled monthly meeting. Special meetings of the Board of Directors may be called at any time by the Chair, Vice-Chair, or by five (5) Board members. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 7.1 Notice of Special Meetings

All Board members shall be given at least a two (2) day notice of special meetings. Notice of meetings may be given personally, by telephone, telegram, cablegram, e-mail or facsimile transmission and shall be deemed given when the telephone message, telegram, cablegram, e-mail or facsimile transmission is sent to the Board member. The purpose of any meeting of the Board shall be specified in the notice (or waiver of notice) of such meeting. An instrument in writing may waive the notice of a special meeting.

Section 7.2 Waiver

Attendance of a Board member at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the meeting. This includes the time of the meeting, the manner in which it has been called or convened, and the notice of the purpose of the meeting. An exception would be when a Board member states, at the beginning of the meeting, any such objection or objections to the transaction of business.

Section 7.3 Quorum

A quorum for the transaction of any business shall be a majority (50% plus 1) of the Board members then in office. If a quorum is present, the Board of Directors may act upon a majority vote of the members, except as otherwise specifically provided in these bylaws. Every Board member shall have one (1) vote.

Section 7.4 Telephone and Similar Meetings

Members of the Board or any committee thereof may participate in any meeting of the Board or any committee thereof by means of conference telephone or similar communication device. All persons participating in the meeting must be able to hear and communicate with each other, and such participation in a meeting shall constitute presence in person at such meeting.

Section 7.5 Actions by the Board of Directors without a Meeting

Any action required to be taken or that may be taken at a Board of Directors meeting, may be taken without a meeting if prior consent in writing is given by all Board members. The written consent shall be filed with the minutes of the proceedings of the Board. All reasonable attempts shall be made by the Secretary to contact Board members and obtain a written vote. A quorum of the Board members must affirmatively vote in writing for the action to be carried out.

Section 8. Bank Appointment

The Board of Directors may, by majority vote in their discretion, appoint any bank or trust company as fiscal agent of the organization. The fiscal agent's principal office must be in the United States and have capital and surplus of not less than $10,000,000. The Board may delegate to such bank or trust company the custody and routine management of the organization's funds, subject to the direction and supervision of the Board of Directors.

Section 9. Finance

Section 9.1 Financial Reporting

The Board of Directors of 2ndS shall make public a monthly financial report. Financial statements shall be prepared and submitted to the Board of Directors for review within sixty (60) days after the fiscal year end. The Board of Directors shall ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines.

Section 9.2 Inspection of Books and Records

Every Board member shall have the right, with reasonable notice, to inspect all books, records, and documents, which are the property of 2ndS. This inspection may be made in person or by the Board member's designated agent or attorney with the right to copy and make extracts of documents.

Section 10. Compensation

Board members shall receive no compensation for their services as Board members. Nothing herein shall be construed to prevent a Board member from receiving any compensation from the organization for duties other than that of a Board member.

Section 11. Attendance at Board of Directors Meetings

To maintain voting eligibility, a Board member must attend at least two (2) General Membership meetings and no less than nine (9) regularly scheduled Board of Director meetings in a calendar year. The calendar year for the purpose of computing compliance begins in January to coincide with the fiscal year. Board members may seek a waiver of the above requirements from the Chair in case of personal emergency. In the absence of a Director, the respective Associate Director may act in his behalf. In the absence of both the Director and Associate Director a committee may appoint an alternate member to act on its behalf provided such alternate is approved by the Chair.

Section 12. Resignation

A Board member may resign at any time by delivering written notice to the Chair, Vice-Chair or Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. Resignation by a Board member does not relieve such Board member of any obligations incurred during his term of office.

Section 13. Vacancies

Vacancies occurring on the Board may be left unfilled until successors are elected at the next October Standing Committee meetings or Program meetings. Vacancies may also be filled at the next meeting of the respective Standing Committees or Programs. The Chair, subject to the approval of the Executive Committee, may also appoint a successor to complete the balance of the term.

Section 14. Removal

By a two-thirds (2/3) vote, the Board of Directors may remove a Director or Officer from the Board for cause. Prior notice must be given to the Director or Officer to be removed, and said Director or Officer must have had an opportunity to be heard within a timeframe established by the Board.

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of 2ndS shall be the Chair, Vice-Chair, Secretary and Treasurer. The General Membership shall elect the Officers by secret ballot at the March General Membership meeting.

Section 1.1 Chair

The Chair shall be the Chief Executive Officer of 2ndS. The Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as General Membership, Executive Committee, or special meetings of the same;
3. Sign contracts and other instruments connected with the business affairs and professional activities of 2ndS. This includes providing a second signature with the Treasurer on all checks;
4. Serve as, or designate, the official representative and spokesperson of 2ndS for all media and at such meetings of other groups as required by the Board of Directors;
5. Promote the interests of 2ndS and be responsible for the progress and work of 2ndS;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all Standing Committees and Programs except the Elections Committee;
8. Provide continuity and structure to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 1.2 Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board in the event of a vacancy of that position;
4. Serve as an ex officio member of all Standing Committees and Programs except the Elections Committee; and
5. Serve as a member of the Executive Committee.

Section 1.3 Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Respond to, distribute and maintain copies of the correspondence of 2ndS at the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the General Membership required by the bylaws;
6. Keep the records of 2ndS in safe custody;

Section 3. Quorum

A simple majority of Executive Committee members constitutes a quorum for the transaction of all business. Each Executive Committee member shall have one (1) vote.

ARTICLE V: COMMITTEES

Section 1. Standing Committees

The Standing Committees of 2ndS shall include but not be limited to:

- Activities
- Finance
- Membership
- Operations
- Public Relations
- Topics

Section 1.1 Activities Committee

The Activities Committee coordinates the social and cultural activities of the organization, external to the Second Sunday meeting.

Section 1.2 Finance Committee

The Finance Committee is responsible for working with the Treasurer to maintain the fiscal integrity of 2ndS. It shall secure revenue sources including, but not limited to, grants and fundraising activities.

Section 1.3 Membership Committee

The Membership Committee is responsible for the recruitment and retention of the General Membership and the maintenance of the membership database.

Section 1.4 Operations Committee

The Operations Committee is responsible for coordinating the logistics of both the Second Sunday and General Membership meetings, including facility set-up and refreshments.

Section 1.5 Public Relations Committee

The Public Relations Committee is responsible for increasing public awareness of the organization and maintaining control of all 2ndS visual representations.

Section 1.6 Topics Committee

The Topics Committee shall select, develop and facilitate topics, which promote the social, spiritual, cultural, and educational needs of the membership within the Second Sunday meeting.

Section 2. Composition

All Standing Committees shall be composed of a Director who will serve as chair, an Associate Director who will serve as vice-chair and members-at-large. Standing Committee members may be drawn from the Board of Directors, the General Membership and other same-gender-loving Men of African Descent. Each Standing Committee shall maintain a roster of its members.

Section 3. Term of Office
The Director and Associate Director shall serve for a term of one (1) year, beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 4. Nominations and Elections
Nominations of Directors and Associate Directors shall be made during the July and August Standing Committee meetings for election at their respective September Standing Committee meetings.

Section 5. Meetings
The Standing Committees shall meet at least monthly. The Director, Associate Director or a majority of the members of a Standing Committee may call a special meeting of that committee at any time. Committees shall have the following operational responsibilities:
1. Have a minimum of one (1) regular monthly meeting;
2. Have an agenda for each meeting;
3. Keep minutes of each meeting, and submit a copy to the Board Secretary; and
4. Develop their own process of addressing interpersonal issues and conflicts.

Section 5.1 Quorum
A simple majority of members of each Standing Committee shall constitute a quorum.

Section 6. Ad hoc Committees
The Board of Directors may establish and dissolve ad hoc committees based on the needs of the organization. The Board shall appoint coordinators to direct the ad hoc committees. These committees shall be accountable to the Board of Directors in all matters.

ARTICLE VI: PROGRAMS

Section 1. Programs
The Programs of 2ndS shall include but not be limited to:
- 40-Plus
- Youth

Section 2. 40-Plus
40-Plus shall provide a forum to address issues which are important to men who are at least thirty-five (35) years of age through social activities and discussion groups.

Section 2.1 Composition
40-Plus shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent who are paid members of 2ndS and at least thirty-five (35) years of age.

Section 2.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

Section 2.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 2.4 Meetings
40-Plus shall meet at least monthly.

Section 3. Youth
The Youth Program shall provide a forum to address issues which are important to men between eighteen (18) and twenty-four (24) years of age through social activities and discussion groups.

Section 3.1 Composition
The Youth Program shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent between eighteen (18) and twenty-four (24) years of age.

Section 3.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 3.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 3.4 Meetings
The Youth Program shall meet at least monthly.

ARTICLE VII: MEMBERSHIP

Section 1. Designation of Membership and Voting Eligibility
Any person paying annual dues shall be considered a part of the General Membership. General members maintain their voting eligibility by paying membership dues, determined by the Board.

Section 2. Disclosure
2ndS shall not disclose the names, mailing or contact information of the general members without their consent.

Section 3. Resignation
A member may resign by oral or written notice of resignation to the Board Secretary.

Section 4. Suspension, Termination, and Expulsion
The Board of Directors may suspend or expel a member for cause. Prior notice must be given to the member to be removed and said member must have had an opportunity to be heard within a timeframe established by the Board.

Section 5. Liability
No member of the organization is, as such, personally liable for the acts, debts, liabilities, or obligations of the organization.

Section 6. Meetings

The Chair of the Board of Directors shall preside at all monthly Second Sunday and quarterly General Membership meetings.

Section 6.1 Quarterly Meeting

General Membership meetings shall be held quarterly. These meetings shall include progress reports of the activities and financial operations of the organization. Any other business deemed appropriate may come before these meetings.

Section 6.1.1. Notice of Quarterly Meetings

All General Members shall be given at least a ten (10) day notice of quarterly General Membership meetings. Notice may be given personally, by first class mail, telephone, or e-mail and shall be deemed given when sent.

Section 6.2. Special Meetings

Special meetings of the Membership may be called by the Chair, Vice-Chair, one-third (1/3) of the Board or upon written petition of fifteen percent (15%) of the General Membership. The organization shall notify members of the place, date, and time of each special meeting no fewer than ten (10) days before the meeting. Notice of a special meeting includes a description of matter or matters for which the meeting is called. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 6.3. Quorum

A quorum shall be the Members that are present at the General Membership or special meeting.

Section 7. Waiver

Attendance by a member at a meeting shall constitute a waiver of notice of such meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. Attendance by a member at a meeting waives objection to consideration of a particular meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.

ARTICLE VIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts and Instruments

The Board of Directors may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or defined in specific instances.

Section 2. Checks, Deposits and Funds

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization shall be signed by two such officer or officers, agent or agents of the organization and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Chair, Vice Chair and the Treasurer shall sign such instruments.

ARTICLE IX: INDEMNIFICATION

The organization shall indemnify and hold harmless each person who shall serve at any time hereafter as a Director, Officer, employee, or agent of the organization (including the heirs, executors, administrators or estate of such person) from and against any and all claims and liabilities to which such person shall become subject by reason of his having heretofore or hereafter been a Director, Officer, employee, or agent of the organization, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him.

ARTICLE X: AMENDMENTS

These bylaws may be altered, amended, repealed, or added to by the affirmative vote of not less than two-thirds (2/3) of the Board of Directors or a simple majority of the General Members present at a quarterly or special meeting. Proposed amendments shall be submitted in writing to the Board of Directors or the General Membership at the meeting preceding the Board of Directors or General Membership vote.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the organization and after all outstanding obligations have been satisfied, the Board shall distribute the remaining assets to organizations which reflect or support the mission of 2ndS.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in observance of Robert's Rules of Order. The Chair of the meeting may appoint a parliamentarian to aid in conducting meetings.

ARTICLE XIII: STAFF

The Board of Directors shall be responsible for creating and implementing such staffing arrangements as required to provide for the conduct of 2ndS business. A Director or Officer may not serve on the staff of the organization.

AMENDMENTS TO SECOND SUNDAY BYLAWS

A. Change of name of Hospitality Committee to Ambassadors Committee, as of October, 1997
B. Monthly meetings of the general membership shall now become quarterly meetings, as of September, 1997.

Sections effected include:

Article VII, Section 1, previously read:
Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

Article VII, Section 1 shall now read:
Section 1. The Standing Committees will include:

Activities Committee
Ambassadors Committee
Membership Committee
Public Relations Committee
Topic Committee

Article X, Section 1 previously read:
Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Article X, Section 1 shall now read:
Section 1. There shall be **quarterly** meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

7. Surrender all 2ndS records to the incoming Secretary no later than April 1. In the event of resignation or removal from office, surrender all records immediately; and
8. Serve as a member of the Executive Committee.

Section 1.4 Treasurer

The Treasurer or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Ensure that the organization follows all financial polices and procedures including supervision of the receipts and disbursements of all funds;
2. Ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines;
3. Deposit all monies and valuables in the name and to the credit of 2ndS in such depositories as may be designated by the Board;
4. Provide a second signature with the Chair on all checks;
5. Pay the bills of 2ndS and keep a record of the same;
6. Submit a monthly financial report to the Board;
7. Prepare for submission all necessary books, vouchers and records for independent review at the end of each term of office or upon request by the Board;
8. Surrender all 2ndS documents to the incoming Treasurer no later than April 1. In the event of resignation or removal from office, surrender all records immediately;
9. Verify the dues paid status of members; and
10. Serve as a member of the Finance and Executive Committees.

Section 2. Compensation

Officers shall receive no compensation for their services as Officers. Nothing herein shall be construed to prevent an Officer from receiving any compensation from the organization for duties other than that of an Officer.

Section 3. Debt Limit

No Officer shall be authorized to incur debts on behalf of the organization without prior approval of the Board.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and Treasurer of 2ndS.

Section 2. Duties/Powers

The Executive Committee shall assist the Board of Directors in the execution of its duties as designated in Article II, Section 2 of these bylaws. The Executive Committee shall act as a representative of the Board of Directors on business occurring between regular Board of Directors meetings. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning two (2) months or less) with outside organizations without the advance approval of the Board of Directors. These actions are subject to the review or approval of the Board of Directors at the next Board of Directors meeting.

ARTICLE I: ORGANIZATION AND PURPOSE

Section 1. Name and Charter

The name of this organization shall be Second Sunday of Atlanta. The name may be represented as 2nd Sunday, hereafter referred to as 2ndS. 2ndS is a non-profit entity organized within the State of Georgia exclusively for charitable, educational and social purposes.

Section 2. Location

The principal office of the organization shall be in the city of Atlanta, State of Georgia.

Section 3. Mission

2ndS shall exist to be a support organization created to assist in the growth and development of same-gender-loving Men of African Descent by providing educational, social, spiritual and cultural programs. To that end, 2ndS shall meet the following objectives:

1. Provide an atmosphere which promotes pride, unity and strength;
2. Transcend barriers and labels maintained by dominant cultural institutions; and
3. Create economic opportunities.

Section 4. Organization

2ndS shall be composed of:

1. General Membership;
2. Board of Directors;
3. Executive Committee;
4. Standing Committees - including but not limited to -
    - Activities
    - Finance
    - Membership
    - Operations
    - Public Relations
    - Topics;
5. Programs – including but not limited to –
    - 40-Plus
    - Youth; and
6. Ad Hoc Committees

Section 5. Records, Minutes and Books

2ndS shall:

1. Keep correct and complete books and records of accounts;
2. Keep minutes of the proceedings of the General Membership;
3. Keep minutes of the proceedings of the Board of Directors;
4. Keep minutes of the proceedings of the Committees;
5. Keep reports of the activities of the programs; and
6. Keep a record of the names, addresses, and telephone numbers of the Board of Directors.

Section 6. Execution of Documents
All contracts, checks, notes, or actions of like character issued or entered into by 2ndS shall be signed on behalf of 2ndS by at least one Officer.

Section 7. Fiscal Year
The fiscal year of the corporation shall be from January 1 through December 31.

Section 8. Governing Instruments
These Bylaws shall govern the organization and shall become *effective on* ____, *1999.*

ARTICLE II: DIRECTORS

Section 1. Policies and Procedures
The Board of Directors shall supervise, control and direct the management, affairs and property of the organization. It shall determine its policies and procedures or changes therein; supervise the disbursement of its funds; and shall actively pursue its mission and purpose. The Board of Directors may adopt by majority vote such policies and procedures for the conduct of its business and the business of the organization as shall be deemed advisable, provided that such policies and procedures do not conflict with any provision of these bylaws.

Section 2. Composition
2ndS shall be governed by a board of directors comprised of but not limited to Chair, Vice-Chair, Secretary, Treasurer, Directors of Standing Committees and Directors of Programs. Board members shall serve without compensation.

Section 3. Duties/Powers
The Board of Directors shall have the following responsibilities:

1. Uphold the mission and objectives of 2ndS:
   a) Develop policy and long range plans reflective of the priorities and objectives of 2ndS 's mission as stated in Article I, Section 3 of these bylaws;
   b) Exercise all of the powers of 2ndS and supervise and control its business and affairs;
   c) Remove, if necessary, any Officer or Director for malfeasance in performance, for repeated absenteeism, or for other just cause. Removal shall require a two-thirds (2/3) vote of the filled seats of the Board of Directors; and
   d) Approve the overall plans of the Executive Committee.

2. Represent the General Membership within the organization:
   a) Solicit and review suggestions from the General Membership and facilitate implementation; and
   b) Call meetings of the General Membership.

3. Conduct and manage the business of 2ndS and plan for its future:
   a) Call special meetings of the Board provided notice of such meetings shall be given to all board members in accordance with Article II, Section 7.1 of these bylaws;
   b) Exercise powers and perform duties prescribed elsewhere in these bylaws;
   c) Authorize the execution of contracts and other agreements;
   d) Represent 2ndS in the community and maintain relationships with other organizations;

   e) Hire and supervise staff as required to provide for the conduct of 2ndS business;
   f) Develop and implement a program for individual and/or corporate sponsorship of 2ndS activities, and assume primary responsibility for such program(s);
   g) Elect or appoint Officers of the Executive Committee to fill vacancies with the approval of the General Membership. In making appointments, the Board of Directors shall give consideration to competence and experience, and abide by Article II, Section 4 of these bylaws;
   h) Delegate when necessary authority and responsibility to Executive and other committees; and
   i) Establish and dissolve ad hoc committees and programs based on the needs of the organization. These ad hoc committees and programs are accountable to the Board of Directors in all matters.

4. Oversee the finances of 2ndS:
   a) Incur indebtedness in the name of 2ndS for such sums as are necessary for current and future operations; and
   b) Approve the financial budgets, supervise receipts and expenditures, and set up proper procedures for the collection, safekeeping and accounting of all 2ndS funds. The Board shall authorize the Finance Committee to oversee these financial duties.

Section 4. Qualifications

Members of the Board of Directors must meet the following qualifications:

1) Be a paid member of 2ndS;
2) Be a member of a Standing Committee or Program;
3) Not be a paid employee of 2ndS;
4) Show dedication for and a willingness to support the purpose, mission and goals of 2ndS;
5) Know and agree to abide by the bylaws and policies and procedures of 2ndS;
6) Demonstrate a willingness to commit the considerable time and energy necessary to run a successful organization; and
7) Have reached the age of eighteen (18) at the time of election to the Board of Directors of 2ndS.

Section 5. Terms of Office

Members of the Board of Directors must adhere to the following stipulations:

1) The members of the Board of Directors shall serve for a term of one (1) year. No Director or Officer shall serve more than two (2) consecutive terms in any one position.
2) Directors shall not be limited in their time served on the Board.
3) Officers shall serve no more than four (4) consecutive years on the Executive Committee.
4) The term of office shall be April 1 - March 31 for Officers and October 1 – September 30 for Directors.

PROPOSED BYLAWS OF SECOND SUNDAY OF ATLANTA

Section 6. Nominations and Elections

Nominations of Directors shall be made during the July and August Standing Committee meetings and Program meetings for election at their respective September Standing Committee meetings and Program meetings.

Nominations of Officers shall be submitted to the Elections Committee - an ad hoc committee established by the Board of Directors - during the month of January. The Elections Committee shall then assess and present a recommended slate of candidates for election at the March General Membership meeting.

Section 7. Meetings

The Board of Directors shall conduct at least one (1) regularly scheduled monthly meeting. Special meetings of the Board of Directors may be called at any time by the Chair, Vice-Chair, or by five (5) Board members. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 7.1 Notice of Special Meetings

All Board members shall be given at least a two (2) day notice of special meetings. Notice of meetings may be given personally, by telephone, telegram, cablegram, e-mail or facsimile transmission and shall be deemed given when the telephone message, telegram, cablegram, e-mail or facsimile transmission is sent to the Board member. The purpose of any meeting of the Board shall be specified in the notice (or waiver of notice) of such meeting. An instrument in writing may waive the notice of a special meeting.

Section 7.2 Waiver

Attendance of a Board member at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the meeting. This includes the time of the meeting, the manner in which it has been called or convened, and the notice of the purpose of the meeting. An exception would be when a Board member states, at the beginning of the meeting, any such objection or objections to the transaction of business.

Section 7.3 Quorum

A quorum for the transaction of any business shall be a majority (50% plus 1) of the Board members then in office. If a quorum is present, the Board of Directors may act upon a majority vote of the members, except as otherwise specifically provided in these bylaws. Every Board member shall have one (1) vote.

Section 7.4 Telephone and Similar Meetings

Members of the Board or any committee thereof may participate in any meeting of the Board or any committee thereof by means of conference telephone or similar communication device. All persons participating in the meeting must be able to hear and communicate with each other, and such participation in a meeting shall constitute presence in person at such meeting.

Section 7.5 Actions by the Board of Directors without a Meeting

Any action required to be taken or that may be taken at a Board of Directors meeting, may be taken without a meeting if prior consent in writing is given by all Board members. The written consent shall be filed with the minutes of the proceedings of the Board. All reasonable attempts shall be made by the Secretary to contact Board members and obtain a written vote. A quorum of the Board members must affirmatively vote in writing for the action to be carried out.

Section 8. Bank Appointment

The Board of Directors may, by majority vote in their discretion, appoint any bank or trust company as fiscal agent of the organization. The fiscal agent's principal office must be in the United States and have capital and surplus of not less than $10,000,000. The Board may delegate to such bank or trust company the custody and routine management of the organization's funds, subject to the direction and supervision of the Board of Directors.

Section 9. Finance

Section 9.1 Financial Reporting

The Board of Directors of 2ndS shall make public a monthly financial report. Financial statements shall be prepared and submitted to the Board of Directors for review within sixty (60) days after the fiscal year end. The Board of Directors shall ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines.

Section 9.2 Inspection of Books and Records

Every Board member shall have the right, with reasonable notice, to inspect all books, records, and documents, which are the property of 2ndS. This inspection may be made in person or by the Board member's designated agent or attorney with the right to copy and make extracts of documents.

Section 10. Compensation

Board members shall receive no compensation for their services as Board members. Nothing herein shall be construed to prevent a Board member from receiving any compensation from the organization for duties other than that of a Board member.

Section 11. Attendance at Board of Directors Meetings

To maintain voting eligibility, a Board member must attend at least two (2) General Membership meetings and no less than nine (9) regularly scheduled Board of Director meetings in a calendar year. The calendar year for the purpose of computing compliance begins in January to coincide with the fiscal year. Board members may seek a waiver of the above requirements from the Chair in case of personal emergency. In the absence of a Director, the respective Associate Director may act in his behalf. In the absence of both the Director and Associate Director, a committee may appoint an alternate member to act on its behalf provided, such alternate is approved by the Chair.

Section 12. Resignation

A Board member may resign at any time by delivering written notice to the Chair, Vice-Chair or Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. Resignation by a Board member does not relieve such Board member of any obligations incurred during his term of office.

Section 13. Vacancies

Vacancies occurring on the Board may be left unfilled until successors are elected at the next October Standing Committee meetings or Program meetings. Vacancies may also be filled at the next meeting of the respective Standing Committees or Programs. The Chair, subject to the approval of the Executive Committee, may also appoint a successor to complete the balance of the term.

Section 14. Removal

By a two-thirds (2/3) vote, the Board of Directors may remove a Director or Officer from the Board for cause. Prior notice must be given to the Director or Officer to be removed, and said Director or Officer must have had an opportunity to be heard within a timeframe established by the Board.

PROPOSED BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of 2ndS shall be the Chair, Vice-Chair, Secretary and Treasurer. The General Membership shall elect the Officers by secret ballot at the March General Membership meeting.

Section 1.1 Chair

The Chair shall be the Chief Executive Officer of 2ndS. The Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as General Membership, Executive Committee, or special meetings of the same;
3. Sign contracts and other instruments connected with the business affairs and professional activities of 2ndS. This includes providing a second signature with the Treasurer on all checks;
4. Serve as, or designate, the official representative and spokesperson of 2ndS for all media and at such meetings of other groups as required by the Board of Directors;
5. Promote the interests of 2ndS and be responsible for the progress and work of 2ndS;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all Standing Committees and Programs except the Elections Committee;
8. Provide continuity and structure to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 1.2 Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board in the event of a vacancy of that position;
4. Serve as an ex officio member of all Standing Committees and Programs except the Elections Committee; and
5. Serve as a member of the Executive Committee.

Section 1.3 Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Respond to, distribute and maintain copies of the correspondence of 2ndS at the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the General Membership required by the bylaws;
6. Keep the records of 2ndS in safe custody;
7. Surrender all 2ndS records to the incoming Secretary no later than April 1. In the event of resignation or removal from office, surrender all records immediately; and
8. Serve as a member of the Executive Committee.

ARTICLE III: OFFICERS

Section 1. Officers

The Officers of Circle shall be the Chair, Vice-Chair, Secretary and Treasurer. The Central Membership shall elect the Officers by secret ballot at the March Central Membership meeting.

Section 1.1 Chair

The Chair shall be the Chief Executive Officer of Circle. The Chair or his designee shall, subject to the control of the Central, have the following powers and duties:

1. Preside at all regular and special meetings of the Board and call special meetings of the same;
2. Preside at all monthly Second Sunday Meetings, as well as Central Membership, Elements a Community, or special meetings of the same;
3. Sign contracts and other instruments connected with the business affairs and professional services of Circle. This includes providing a second signature with the Treasurer on all checks;
4. Serve as, or designate, the official representative and spokesperson of Circle for all media and at such meetings of other groups as directed by the Board of Directors;
5. Promote the interests of Circle and be responsible for the property and work of Circle;
6. Make interim appointments to the Board subject to Executive Committee approval;
7. Serve as an ex-officio member of all standing Committees and Programs except the Election Committee;
8. Provide leadership and guidance to the Standing Committees, Programs, and ad hoc committees; and
9. Serve as a member of the Executive Committee.

Section 1.2 Vice-Chair

The Vice-Chair or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Serve in the absence of the Chair;
2. Assist the Chair in the performance and execution of the Chair's duties;
3. Assume the Chair position upon appointment by the Board or in the event of a vacancy of that position;
4. Serve as an ex officio member of all Standing Committees and Programs except the Election Committee; and
5. Serve as a member of the Executive Committee.

Section 1.3 Secretary

The Secretary or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Maintain an accurate roster of Board members;
2. Keep a roster of the General Membership;
3. Respond to, distribute and maintain copies of the correspondence of Circle at the direction of the Chair;
4. Accurately record the minutes of the proceedings of all regular and special meetings of the Board;
5. Give notice of all meetings of the Board and of the Central Membership required by the bylaws;
6. Keep the records of Circle in safe custody;
7. Surrender all Circle records to the succeeding Secretary no later than April 1 in the event of resignation or removal from office, and shall assist in records compilation; and
8. Serve as a member of the Executive Committee.

Section 1.4 Treasurer

The Treasurer or his designee shall, subject to the control of the Board, have the following powers and duties:

1. Ensure that the organization follows all financial polices and procedures including supervision of the receipts and disbursements of all funds;
2. Ensure that all federal, state and local financial reporting obligations are met within prescribed deadlines;
3. Deposit all monies and valuables in the name and to the credit of 2ndS in such depositories as may be designated by the Board;
4. Provide a second signature with the Chair on all checks;
5. Pay the bills of 2ndS and keep a record of the same;
6. Submit a monthly financial report to the Board;
7. Prepare for submission all necessary books, vouchers and records for independent review at the end of each term of office or upon request by the Board;
8. Surrender all 2ndS documents to the incoming Treasurer no later than April 1. In the event of resignation or removal from office, surrender all records immediately;
9. Verify the dues paid status of members; and
10. Serve as a member of the Finance and Executive Committees.

Section 2. Compensation

Officers shall receive no compensation for their services as Officers. Nothing herein shall be construed to prevent an Officer from receiving any compensation from the organization for duties other than that of an Officer.

Section 3. Debt Limit

No Officer shall be authorized to incur debts on behalf of the organization without prior approval of the Board.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and Treasurer of 2ndS.

Section 2. Duties/Powers

The Executive Committee shall assist the Board of Directors in the execution of its duties as designated in Article II, Section 2 of these bylaws. The Executive Committee shall act as a representative of the Board of Directors on business occurring between regular Board of Directors meetings. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning two (2) months or less) with outside organizations without the advance approval of the Board of Directors. These actions are subject to the review or approval of the Board of Directors at the next Board of Directors meeting.

Section 3. Quorum

A simple majority of Executive Committee members constitutes a quorum for the transaction of all business. Each Executive Committee member shall have one (1) vote.

PROPOSED BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE V: COMMITTEES

Section 1. Standing Committees

The Standing Committees of 2ndS shall include but not be limited to:

- Activities
- Finance
- Membership
- Operations
- Public Relations
- Topics

Section 1.1 Activities Committee

The Activities Committee coordinates the social and cultural activities of the organization, external to the Second Sunday meeting.

Section 1.2 Finance Committee

The Finance Committee is responsible for working with the Treasurer to maintain the fiscal integrity of 2ndS. It shall secure revenue sources including, but not limited to, grants and fundraising activities.

Section 1.3 Membership Committee

The Membership Committee is responsible for the recruitment and retention of the General Membership and the maintenance of the membership database.

Section 1.4 Operations Committee

The Operations Committee is responsible for coordinating the logistics of both the Second Sunday and General Membership meetings, including facility set-up and refreshments.

Section 1.5 Public Relations Committee

The Public Relations Committee is responsible for increasing public awareness of the organization and maintaining control of all 2ndS visual representations.

Section 1.6 Topics Committee

The Topics Committee shall select, develop and facilitate topics, which promote the social, spiritual, cultural, and educational needs of the membership within the Second Sunday meeting.

Section 2. Composition

All Standing Committees shall be composed of a Director who will serve as chair, an Associate Director who will serve as vice-chair and members-at-large. Standing Committee members may be drawn from the Board of Directors, the General Membership and other same-gender-loving Men of African Descent. Each Standing Committee shall maintain a roster of its members.

Section 3. Term of Office

The Director and Associate Director shall serve for a term of one (1) year, beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 4. Nominations and Elections

Nominations of Directors and Associate Directors shall be made during the July and August Standing Committee meetings for election at their respective September Standing Committee meetings.

Section 5. Meetings

The Standing Committees shall meet at least monthly. The Director, Associate Director or a majority of the members of a Standing Committee may call a special meeting of that committee at any time. Committees shall have the following operational responsibilities:

1. Have a minimum of one (1) regular monthly meeting;
2. Have an agenda for each meeting;
3. Keep minutes of each meeting, and submit a copy to the Board Secretary; and
4. Develop their own process of addressing interpersonal issues and conflicts.

Section 5.1 Quorum

A simple majority of members of each Standing Committee shall constitute a quorum.

Section 6. Ad hoc Committees

The Board of Directors may establish and dissolve ad hoc committees based on the needs of the organization. The Board shall appoint coordinators to direct the ad hoc committees. These committees shall be accountable to the Board of Directors in all matters.

ARTICLE VI: PROGRAMS

Section 1. Programs

The Programs of 2ndS shall include but not be limited to:

- 40-Plus
- Youth

Section 2. 40-Plus

40-Plus shall provide a forum to address issues which are important to men who are at least thirty-five (35) years of age through social activities and discussion groups.

Section 2.1 Composition

40-Plus shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent who are paid members of 2ndS and at least thirty-five (35) years of age.

Section 2.2 Terms of Office

The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

Section 2.3 Nominations and Elections

Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 2.4 Meetings

40-Plus shall meet at least monthly.

PROPOSED BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE VI: PROGRAMS

Section 1. Programs

The Programs of [illegible] shall include but not be limited to:

- 40-Plus
- Youth

Section 2. 40-Plus

The [illegible] shall provide a forum to address issues which are important to those who are at least forty-five (50) years of age through social activities and discussion groups.

Section 2.1 Composition

The [illegible] shall be comprised of a Director, an Associate Director and members. The members shall be those persons having [illegible] of Second Sunday who are [illegible] forty-five (45) years of age.

Section 2.2 Terms of Office

The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. The Director shall not serve more than two (2) consecutive terms.

Section 2.3 Nominations and Elections

Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 2.4 Meetings

The [illegible] shall meet at least monthly.

Section 3. Youth
The Youth Program shall provide a forum to address issues which are important to men between eighteen (18) and twenty-four (24) years of age through social activities and discussion groups.

Section 3.1 Composition
The Youth Program shall be composed of a Director, an Associate Director and members. The members shall be same-gender-loving Men of African Descent between eighteen (18) and twenty-four (24) years of age.

Section 3.2 Terms of Office
The Director and Associate Director shall serve for a term of one (1) year beginning October 1 and ending September 30. No Director shall serve more than two (2) consecutive terms.

Section 3.3 Nominations and Elections
Nominations for Director and Associate Director shall be made during the July and August Program meetings for election at the September Program meeting.

Section 3.4 Meetings
The Youth Program shall meet at least monthly.

ARTICLE VII: MEMBERSHIP

Section 1. Designation of Membership and Voting Eligibility
Any person paying annual dues shall be considered a part of the General Membership. General members maintain their voting eligibility by paying membership dues, determined by the Board.

Section 2. Disclosure
2ndS shall not disclose the names, mailing or contact information of the general members without their consent.

Section 3. Resignation
A member may resign by oral or written notice of resignation to the Board Secretary.

Section 4. Suspension, Termination, and Expulsion
The Board of Directors may suspend or expel a member for cause. Prior notice must be given to the member to be removed and said member must have had an opportunity to be heard within a timeframe established by the Board.

Section 5. Liability
No member of the organization is, as such, personally liable for the acts, debts, liabilities, or obligations of the organization.

Section 6. Meetings
The Chair of the Board of Directors shall preside at all monthly Second Sunday and quarterly General Membership meetings.

Section 6.1 Quarterly Meeting
General Membership meetings shall be held quarterly. These meetings shall include progress reports of the activities and financial operations of the organization. Any other business deemed appropriate may come before these meetings.

Section 6.1.1. Notice of Quarterly Meetings
All General Members shall be given at least a ten (10) day notice of quarterly General Membership meetings. Notice may be given personally, by first class mail, telephone, or e-mail and shall be deemed given when sent.

Section 6.2. Special Meetings
Special meetings of the Membership may be called by the Chair, Vice-Chair, one-third (1/3) of the Board or upon written petition of fifteen percent (15%) of the General Membership. The organization shall notify members of the place, date, and time of each special meeting no fewer than ten (10) days before the meeting. Notice of a special meeting includes a description of matter or matters for which the meeting is called. All meetings shall be conducted in observance of Robert's Rules of Order.

Section 6.3. Quorum
A quorum shall be the Members that are present at the General Membership or special meeting.

Section 7. Waiver
Attendance by a member at a meeting shall constitute a waiver of notice of such meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. Attendance by a member at a meeting waives objection to consideration of a particular meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.

ARTICLE VIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts and Instruments
The Board of Directors may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or defined in specific instances.

Section 2. Checks, Deposits and Funds
All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization shall be signed by two such officer or officers, agent or agents of the organization
and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Chair, Vice Chair and the Treasurer shall sign such instruments.

ARTICLE IX: INDEMNIFICATION

The organization shall indemnify and hold harmless each person who shall serve at any time hereafter as a Director, Officer, employee, or agent of the organization (including the heirs, executors, administrators or estate of such person) from and against any and all claims and liabilities to which such person shall become subject by reason of his having heretofore or hereafter been a Director, Officer, employee, or agent of the organization, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him.

ARTICLE X: AMENDMENTS

These bylaws may be altered, amended, repealed, or added to by the affirmative vote of not less than two-thirds (2/3) of the Board of Directors or a simple majority of the General Members present at a quarterly or special meeting. Proposed amendments shall be submitted in writing to the Board of Directors or the General Membership at the meeting preceding the Board of Directors or General Membership vote.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the organization and after all outstanding obligations have been satisfied, the Board shall distribute the remaining assets to organizations which reflect or support the mission of 2ndS.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in observance of Robert's Rules of Order. The Chair of the meeting may appoint a parliamentarian to aid in conducting meetings.

ARTICLE XIII: STAFF

The Board of Directors shall be responsible for creating and implementing such staffing arrangements as required to provide for the conduct of 2ndS business. A Director or Officer may not serve on the staff of the organization.

PROPOSED BYLAWS OF SECOND SUNDAY OF ATLANTA

ARTICLE IX: INDEMNIFICATION

The organization shall indemnify and hold harmless each person who shall serve at any time hereafter as a Director, Officer, employee, or agent of the organization (including the heirs, executors, administrators or estate of such person) from and against any and all claims and liabilities to which such person shall become subject by reason of his having heretofore or hereafter been a Director, Officer, employee, or agent of the organization, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him.

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ARTICLE XI: DISSOLUTION

Upon the dissolution of the organization and after all outstanding obligations have been satisfied, the Board shall distribute the remaining assets to organizations which collect or support the mission of Zines.

ARTICLE XII: RULES OF ORDER

All meetings shall be conducted in accordance of Zinnerly Rules of Order. The Chair of the meeting may appoint a parliamentarian to aid in conducting meetings.

ARTICLE XIII: STAFF

The Board of Directors shall be responsible for creating and implementing such staffing arrangements as is required to provide for the conduct of Zines business. A Director or Officer may not serve on the staff of the organization.

AMENDMENTS TO SECOND SUNDAY BYLAWS

A. Change of name of Hospitality Committee to Ambassadors Committee, as of October, 1997
B. Monthly meetings of the general membership shall now become quarterly meetings, as of September, 1997.

Sections effected include:

Article VII, Section 1, previously read:
Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

Article VII, Section 1 shall now read:
Section 1. The Standing Committees will include:

Activities Committee
Ambassadors Committee
Membership Committee
Public Relations Committee
Topic Committee

Article X, Section 1 previously read:
Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Article X, Section 1 shall now read:
Section 1. There shall be **quarterly** meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

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Article X, Section 1 shall now read:
Section 1. There shall be quarterly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for each meetings shall be given each member at least 14 days prior to the meeting.

BYLAWS OF SECOND SUNDAY OF ATLANTA

PREAMBLE

These Bylaws are to provide the framework for the ongoing operations of Second Sunday of Atlanta.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated Second Sunday.

ARTICLE II - MISSION STATEMENT

Second Sunday shall exist to be a support organization created to assist in the growth and development of gay, bisexual and transgendered Men of African descent through education, social, spiritual and cultural activities. To that end, the purposes for which Second Sunday is created are:

1. To provide an atmosphere that promotes pride, unity and strength through the empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent.

2. To transcend barriers and labels maintained by dominant cultural institutions.

3. To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of a membership form and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year (January 1st). Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the Bylaws and Standing Rules of Second Sunday. Non-compliance with the Bylaws and Standing Rules of Second Sunday, and participation in activities detrimental to Second Sunday, shall subject a member to review by a Special Committee appointed by the Executive Committee.

Section 5. Full authority for Second Sunday shall rest with the Steering Committee. The Steering Committee shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and thereafter operate as a corporate entity, there shall be a Board of Directors. The Board of Directors shall have all powers and duties assigned under the laws of the jurisdiction of incorporation. The Board of Directors shall have the powers of delegation and substitution. It shall have also, the power to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of men and women from the Black Gay and Lesbian community.

Section 3. The term of office of each Director shall be determined by the Steering Committee.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the following:

Co-Chairmen
Secretary
Treasurer
Historian

Section 2. The Executive Committee shall be responsible for ensuring the mission and goals

of Second Sunday are realized.

Section 3. The Executive Committee shall oversee the execution of the Steering Committee functions as designated in Article VI of the Bylaws.

Section 4. The Executive Committee is responsible for determining the general structure of the discussion meeting.

Section 5. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning 2 months or less) with outside organizations without the approval of the Steering Committee.

ARTICLE VI - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage and make rules of regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The Steering Committee shall be comprised of the Executive Committee and the coordinators of the Standing Committees.

Section 4. Whenever possible, the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Any Steering committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a 2/3 majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 7. Regular meetings of the Steering Committee shall be held no less than once a month at such time and place determined by the Steering Committee. The Secretary shall notify Steering Committee members of the place and time of all

such regular meetings at least seven (7) days prior to said meeting.

Section 8. Special meetings of the Steering Committee shall be called by or at the request of the Co-Chairmen, or at the request of 1/3 of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting along with notice of the place and time, at least (2) days prior to the proposed meeting.

Section 9. A 2/3 majority of all current members of the Steering Committee shall constitute a quorum for transacting Steering Committee business.

Section 10. Each Steering Committee member shall be entitled to one vote in person. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 11. Any action requiring a vote by the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 12. Steering Committee members shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses my be allowed. Nothing herein contained, however, shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation.

Section 13. The Steering Committee may authorize an officer or other individual to enter into any contract or to execute and deliver any instrument on behalf of the organization. In the absence of the authorization, no officer or other individual shall have the power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose after due process. This stands with the exception of Article V, Section 5.

Section 14. The Steering Committee shall have the power to elect from among Second Sunday members, replacements to fill any vacancy in any office within 60 days of said vacancy. A member elected to fill a vacancy in an office shall be elected to hold office for the unexpired term of his predecessor.

Section 15. The Steering Committee shall have the power to establish new Standing Committees by a 2/3 majority vote. The co-coordinators of any new Standing Committee shall be represented on the Steering Committee. The Steering Committee also has the power to establish ad hoc committees as needed; the coordinators of said committees shall not be members of the Steering Committee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee coordinators.

2. All committees shall be under the supervision of the Executive Committee, and shall be subject to the rules and policies established by the Steering Committee.

ARTICLE VII - STANDING COMMITTEES

Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be elected at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Coordinator vacancies shall be filled by a majority vote where at least 50% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

ARTICLE VIII - OFFICERS

Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;
2. A Secretary;
3. A Treasurer;
4. A Historian;

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that

office, as defined by the bylaws, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the general membership.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the Second Sunday of each April of each year.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communications with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s);

2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;

3. Make interim appointments as needed;

4. Provide a second signature with the Treasurer on all checks for this organization; excluding checks flowing from the Expense Account.

5. Sign all contracts for Second Sunday or shall designate such representative(s);

6. Serve as ex-officio members of all committees except the nominations/elections committee(s);

7. Call special meetings when necessary;

8. Represent Second Sunday to the National Black Gay and Lesbian Leadership Forum or shall designate such representative(s);

9. Conduct balloting of the membership by mail when so directed by the Steering Committee; and

10. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday; except the checks flowing from the Expense Account.

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Historian shall:

1. Be responsible for the recording, maintenance and supervision of the organizations activities, events and other interests utilizing various media-print, audio, video, etc.

2. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE X - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the Co-Chairmen, a simple majority of the Steering Committee or by the written request of one-fourth (1/4) of the general membership. Notice of the special meeting shall be given to the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of general membership meeting shall consist of those members present and at least one of the Co-Chairmen. Decisions of the membership shall be made by a majority vote except where designated otherwise by the bylaws or the Standing Rules of Second Sunday.

ARTICLE XI - BANKING PROCEDURES

Section 1. All Monies, to include dues, grant monies, and those generated from fund raising shall be maintained in a banking institution in one of two interest bearing accounts listed in the name of the organization.

Section 2. The first account shall be a General Funds account where all deposits are made. Only three persons shall have access to this account: the Treasurer and the two Co-Chairpersons. All transactions involving this account shall require two signatures: the Treasurer's and one of the Co-Chairmen.

Section 3. The second account shall be an Expense account. All transactions involving this account shall only require the signature of the Treasurer. The purpose of this account will be for paying the monthly expenses incurred by the organization, as well as reimbursing any expenses members might incur on behalf of the organization, but not to exceed $200.00. Any reimbursements or payments greater than $200.00 will be taken from the General Fund Account.

Section 4. The Expense account should be periodically replenished with deposits from the General Funds account to maintain a minimum balance of $100.00, but not to exceed $400.00.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The parliamentary reference of Second Sunday shall be the current edition of Robert's Rules of Order, Revised.

ARTICLE XIII - AMENDMENTS

Section 1. The Bylaws may be amended or revised by (2/3) majority of the Steering Committee or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee or the general membership prior to one regular meeting of the Steering Committee or prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XIV - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Non-profit Corporation Code.

BYLAWS
OF SECOND SUNDAY OF ATLANTA, GEORGIA

PREAMBLE

These Bylaws are to provide the framework for the ongoing daily operations of Second Sunday of Atlanta, Georgia.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated (2ND Sunday, or 2ND Sunday, Atlanta, Georgia).

ARTICLE II - STATEMENT OF PURPOSE

The purposes for which 2ND Sunday are created are:

1) To promote pride, unity and strength in the heritages of African American men;

2) To transcend barriers and labels maintained by dominate cultural institutions;

3) To achieve additional purposes agreed upon by 2ND Sunday.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of an application for membership and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year. Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid

shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership for a Member unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the BYLAWS and Standing Rules of Second Sunday. Non-compliance with the BYLAWS and Standing Rules of Second Sunday, and activities detrimental to Second Sunday shall subject a member to review by a Special Committee of Review appointed by the Steering Committee.

Section 5. Full authority for Second Sunday shall rest with the membership. The general membership shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and therea~ter operate as a corporate entity there shall be a Board of Directors with all powers and duties assigned to such a body under the laws of the jurisdiction of incorporation. To the fullest extent possible under such laws the Board of Directors shall have powers of delegation and substitution and shall seem to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of the Officers of Second Sunday, as set forth in Article Vl, Section 2 of these BYLAWS.

Section 3. The term of office of each Director shall be coterminous with his term as an officer under Article Vlll Section 3 of these Bylaws.

ARTICLE V - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage, and make rules and regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The number of Steering Committee members upon the enactment of these by-laws shall be twelve. Thereafter, the number of members shall be decided by the Steering Committee but shall never be less than four.

Section 4. Whenever possible the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Steering Committee members shall be elected at an annual meeting of the membership On the Second Sunday of November of each year, and shall take office at the December second Sunday Steering meeting of that year..

Section 7. The specific procedures for the election of Steering Committee members shall be decided by the current Steering Committee. Such procedures, must be in accordance with these by-laws.

Section 8. Any Steering Committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a two/thirds (2/3) absolute majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 9. Vacancies on the Steering Committee shall be filled by recommendations made by the Co-Chairmen, upon confirmation by a simple majority of the Steering Committee. The appointment shall be for the balance of the term of the member who is being replaced.

Section 10. Regular meetings of the Steering Committee shall be held not less frequently than once in each month at such time and place as the Steering Committee shall from time to time determine. The Secretary shall notify Steering Committee members of the place and time of all such regular meetings at least seven (7) days prior to said meeting.

Section 11. Special meetings of the Steering Committee may be called by or at the request of the co-chairmen, or at the request of one-third of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting, along with notice of the place and time, at least two (2) days prior to the proposed meeting.

Section 12. An absolute majority of all current members of the Steering Committee shall constitute a quorum for the transaction of business at any meeting of the Steering Committee.

Section 13. Each Steering Committee member shall, at every meeting of the Steering Committee, be entitled to one vote in person upon each subject properly submitted to vote. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 14. Except as specified otherwise herein, the act of a majority of the Steering Committee members present at a meeting at which a quorum is present shall be the act of the Steering Committee.

Section 15. Any action required by law to be taken at a Steering Committee meeting, or any action which may be taken at a meeting of the Steering Committee, may be taken without meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 16. Steering Committee members as such shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses may be allowed; but nothing herein contained shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation therefor.

Section 17. The Steering Committee may authorize any officer or other individual to enter into any contract or execute and deliver any instrument on behalf of the organization, and specific instances. In the absence of such authorization, no officer or other individual shall have any power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose in any amount.

Section 18. Any officer may be removed from office by a two/thirds (2/3) absolute majority vote of the current members of the Steering Committee after due process..

Section 19. The Steering Committee shall have the power to elect from among 2ND Sunday members, replacements to fill any vacancy in any office occurring for any reason whatsoever. A member elected to fill a vacancy in an ooffice shall be elected to hold offlce for the unexpired term of his predecessor.

Section 21. Other committees not having and exercising the authority of the Steering Committee in the management of the organization may be established by a resolution adopted by a simple majority of the Steering Committee or at a general membership meeting. Except as otherwise provided in such resolution, chairpersons of each such committee shall not be required to be members of the Steering Committee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee chairpersons.

2. All committees shall be under the control and ultimate supervision of the Steering Committee. Committees shall be subject to and shall abide by the rules and policies which the Steering Committee establishes.

ARTICLE VI-OFFICERS

Section 1. Any member of 2ND Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;

2. A Secretary;

3. A Treasurer;

4. Two representatives to the National Black Gay and Lesbian Leadership Forum.

5. Coordinators of duly constituted 2ND Sunday committees.

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that office,

as defined by these BYLAWS, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the General Membership, meeting to conduct official business.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the 2nd Sunday of each December of each year.

ARTICLE VII- DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communication with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever, practical, be submitted to the membership for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) for Second Sunday, or shall designate such representative(s);

2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;

3. Make interim appointments as needed;

4. Provide a second signature with the Treasurer's on all checks for this organization;

5. Sign all contracts for Second Sunday or shall designate such representative(s);

6. Serve as ex-offlcio members of all committees except the nominations/elections committee(s);

7. Call special meetings when necessary;

8. Conduct balloting of the membership by mail when so directed by the Steering Committee; and

9. Perform all other functions normally associated with this offlce or as mandated

by the Steering Comrnittee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the membership;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and;

3. Perforrn all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

l. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday;

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is July l through June 30 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Second Sunday Representatives shall:

1. Be the comrnunications liaison between Second Sunday and the National Black Gay and Lesbian Leadership Forum and its member organizations;

2. Represent Second Sunday at the National Black Gay and Lesbian Leadership Forum and/or other National Conferences.

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Comnittee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE VIII - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the co-chairmen, the Steering Committee or by the written request of one-fourth of the general membership. Notice of special meeting shall be given the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of a general membership meeting shall consist of those present and must include at least one of the Co-Chairmen; and decisions of the membership shall be made by a majority vote except where designated otherwise by these BYLAWS or the Standing Rules of Second Sunday.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The parliamentary authority of Second Sunday shall be the current edition of Robert's Rules of Order, Revised, except where said edition is at variance with these BYLAWS or the Standing Rules of Second Sunday.

ARTICLE X - AMENDMENTS

Section 1. The BYLAWS may be amended or revised by an affirmative vote of an absolute two-thirds majority of the Steering Comnittee and/or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee and the general membership prior to at least one regular meeting of the Steering Committee and prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XI - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Nonprofit Corporation Code.

BYLAWS OF SECOND SUNDAY OF ATLANTA

PREAMBLE

These Bylaws are to provide the framework for the ongoing operations of Second Sunday of Atlanta.

ARTICLE I - NAME

The name of this organization shall be Second Sunday of Atlanta. This name may be abbreviated Second Sunday.

ARTICLE II - MISSION STATEMENT

Second Sunday shall exist to be a support organization created to assist in the growth and development of gay, bisexual and transgendered Men of African descent through education, social, spiritual and cultural activities. To that end, the purposes for which Second Sunday is created are:

1. To provide an atmosphere that promotes pride, unity and strength through the empowerment and uplifting of the collective consciousness of gay, bisexual and transgendered Men of African descent.

2. To transcend barriers and labels maintained by dominant cultural institutions.

3. To create economic opportunities for Men of African descent to prosper and contribute to the development and growth of the Black community.

ARTICLE III - MEMBERSHIP

Section 1. Admission to Second Sunday shall be by completion of a membership form and the payment of the currently established annual dues to the Treasurer or the designated agent of the Treasurer.

Section 2. Membership dues shall be set by the Steering Committee of Second Sunday and shall be payable to the Treasurer or designated agent of the Treasurer. Dues shall be assessed on an annual basis at the beginning of each fiscal year (January 1st). Partial year members shall be prorated on a semi-annual basis. All members whose dues have been paid shall have the right to vote at all general and special meetings of the organization.

Section 3. Privileges of Membership begin with payment of dues to the Treasurer or a designated agent of the Treasurer. Payment of dues is an obligation of membership unless a statement of resignation is delivered in writing to the Treasurer prior to the due date of payment of dues, or unless a waiver or postponement of dues has been granted by the Steering Committee of Second Sunday. Members who have not paid dues within the time period determined by the Steering Committee of this organization shall be notified of forfeiture of membership by the Treasurer.

Section 4. Privileges of membership shall require compliance with the Bylaws and Standing Rules of Second Sunday. Non-compliance with the Bylaws and Standing Rules of Second Sunday, and participation in activities detrimental to Second Sunday, shall subject a member to review by a Special Committee appointed by the Executive Committee.

Section 5. Full authority for Second Sunday shall rest with the Steering Committee. The Steering Committee shall be the highest governing body.

ARTICLE IV - THE BOARD OF DIRECTORS

Section 1. In the event that the organization should seek to incorporate and thereafter operate as a corporate entity, there shall be a Board of Directors. The Board of Directors shall have all powers and duties assigned under the laws of the jurisdiction of incorporation. The Board of Directors shall have the powers of delegation and substitution. It shall have also, the power to effectuate all pertinent constitutional provisions.

Section 2. The Board of Directors shall consist of men and women from the Black Gay and Lesbian community.

Section 3. The term of office of each Director shall be determined by the Steering Committee.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the following:

Co-Chairmen
Secretary
Treasurer
Historian

Section 2. The Executive Committee shall be responsible for ensuring the mission and goals

of Second Sunday are realized.

Section 3. The Executive Committee shall oversee the execution of the Steering Committee functions as designated in Article VI of the Bylaws.

Section 4. The Executive Committee is responsible for determining the general structure of the discussion meeting.

Section 5. The Executive Committee shall have the power to make short term commitments (i.e. verbal or written contracts spanning 2 months or less) with outside organizations without the approval of the Steering Committee.

ARTICLE VI - STEERING COMMITTEE

Section 1. The affairs of the organization shall be managed by its Steering Committee. The Steering Committee is authorized to conduct, manage and make rules of regulations not inconsistent with the laws of the State of Georgia, the articles of incorporation, or the Bylaws of Second Sunday, and to exercise for the organization all powers, duties and authorities vested in or delegated to Second Sunday.

Section 2. The Steering Committee shall have the power to establish the amount of the membership dues and the terms and conditions for the payment thereof.

Section 3. The Steering Committee shall be comprised of the Executive Committee and the coordinators of the Standing Committees.

Section 4. Whenever possible, the membership and Steering Committee shall seek to create balance in the age, region and class representation of the Steering Committee.

Section 5. Any member of the organization in good standing may seek election to the Steering Committee.

Section 6. Any Steering committee member who is absent from three consecutive Steering Committee meetings may be removed from the Steering Committee by a 2/3 majority vote of the Steering Committee. Any Steering Committee member may resign by filing a written resignation with the Secretary. Otherwise, Steering Committee members may be removed only by a majority vote of members present at a general membership meeting.

Section 7. Regular meetings of the Steering Committee shall be held no less than once a month at such time and place determined by the Steering Committee. The Secretary shall notify Steering Committee members of the place and time of all

such regular meetings at least seven (7) days prior to said meeting.

Section 8. Special meetings of the Steering Committee shall be called by or at the request of the Co-Chairmen, or at the request of 1/3 of the Steering Committee members. The Secretary shall notify Steering Committee members of any such special meeting along with notice of the place and time, at least (2) days prior to the proposed meeting.

Section 9. A 2/3 majority of all current members of the Steering Committee shall constitute a quorum for transacting Steering Committee business.

Section 10. Each Steering Committee member shall be entitled to one vote in person. Written proxy votes and absentee ballots submitted in writing are permitted.

Section 11. Any action requiring a vote by the Steering Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Steering Committee.

Section 12. Steering Committee members shall not receive any stated salaries for their service, but by resolution of the Steering Committee expenses my be allowed. Nothing herein contained, however, shall be construed to preclude any Steering Committee member from serving the organization in any other capacity and receiving compensation.

Section 13. The Steering Committee may authorize an officer or other individual to enter into any contract or to execute and deliver any instrument on behalf of the organization. In the absence of the authorization, no officer or other individual shall have the power or authority to bind the organization by any contract or engagement or to pledge the credit of the organization or to render it liable pecuniarily for any purpose after due process. This stands with the exception of Article V, Section 5.

Section 14. The Steering Committee shall have the power to elect from among Second Sunday members, replacements to fill any vacancy in any office within 60 days of said vacancy. A member elected to fill a vacancy in an office shall be elected to hold office for the unexpired term of his predecessor.

Section 15. The Steering Committee shall have the power to establish new Standing Committees by a 2/3 majority vote. The co-coordinators of any new Standing Committee shall be represented on the Steering Committee. The Steering Committee also has the power to establish ad hoc committees as needed; the coordinators of said committees shall not be members of the Steering Committee.

1. The Steering Committee after consideration and due process shall have authority to appoint and remove all committee coordinators.

2. All committees shall be under the supervision of the Executive Committee, and shall be subject to the rules and policies established by the Steering Committee.

ARTICLE VII - STANDING COMMITTEES

Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

And any other committees determined by the Steering Committee.

Section 2. Committee Coordinators shall be ~~elected~~ at the respective meetings of their committee during the month of October of each year and shall take office immediately.

Section 3. Coordinator vacancies shall be filled by a majority vote where at least 50% of committee members are present.

Section 4. Coordinators shall be responsible for conducting the committee meetings or shall designate such representative(s). Coordinators are responsible for determining the meeting schedule of the respective committee.

ARTICLE VIII - OFFICERS

Section 1. Any member of Second Sunday in good standing may seek elected or appointed office.

Section 2. There shall be the following elected officers:

1. Two Co-Chairmen;
2. A Secretary;
3. A Treasurer;
4. A Historian;

Section 3. An officer who does not fulfill the duties and assigned responsibilities of that

office, as defined by the bylaws, may be relieved of office by a 2/3 vote of the Steering Committee or a two-thirds (2/3) vote of the general membership.

Section 4. Officers shall be elected for a term of one year. Officers shall assume their respective offices on the Second Sunday of each April of each year.

ARTICLE IX - DUTIES OF OFFICERS

Section 1. The Officers shall be in regular communications with each other and shall conduct the day-to-day business of Second Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

Section 2. The Co-Chairmen shall:

1. Be the Chief Administrative Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s);
2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business;
3. Make interim appointments as needed;
4. Provide a second signature with the Treasurer on all checks for this organization; excluding checks flowing from the Expense Account.
5. Sign all contracts for Second Sunday or shall designate such representative(s);
6. Serve as ex-officio members of all committees except the nominations/elections committee(s);
7. Call special meetings when necessary;
8. Represent Second Sunday to the National Black Gay and Lesbian Leadership Forum or shall designate such representative(s);
9. Conduct balloting of the membership by mail when so directed by the Steering Committee; and
10. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

Section 3. The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee;

2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen; and

3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 4. The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization;

2. Certify the dues-paid status of members when appropriate;

3. Make financial reports to the Steering Committee at least once each quarter;

4. Sign, with one or the other Co-Chairmen, all checks for Second Sunday; except the checks flowing from the Expense Account.

5. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31 and;

6. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

Section 5. The Historian shall:

1. Be responsible for the recording, maintenance and supervision of the organizations activities, events and other interests utilizing various media-print, audio, video, etc.

2. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.

ARTICLE X - MEMBERSHIP MEETINGS

Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Section 2. Special meetings of the general membership of Second Sunday may be called by the Co-Chairmen, a simple majority of the Steering Committee or by the written request of one-fourth (1/4) of the general membership. Notice of the special meeting shall be given to the members at least seven (7) days prior to the special meeting.

Section 3. A quorum for conducting the official business of general membership meeting shall consist of those members present and at least one of the Co-Chairmen. Decisions of the membership shall be made by a majority vote except where designated otherwise by the bylaws or the Standing Rules of Second Sunday.

ARTICLE XI - BANKING PROCEDURES

Section 1. All Monies, to include dues, grant monies, and those generated from fund raising shall be maintained in a banking institution in one of two interest bearing accounts listed in the name of the organization.

Section 2. The first account shall be a General Funds account where all deposits are made. Only three persons shall have access to this account: the Treasurer and the two Co-Chairpersons. All transactions involving this account shall require two signatures: the Treasurer's and one of the Co-Chairmen.

Section 3. The second account shall be an Expense account. All transactions involving this account shall only require the signature of the Treasurer. The purpose of this account will be for paying the monthly expenses incurred by the organization, as well as reimbursing any expenses members might incur on behalf of the organization, but not to exceed $200.00. Any reimbursements or payments greater than $200.00 will be taken from the General Fund Account.

Section 4. The Expense account should be periodically replenished with deposits from the General Funds account to maintain a minimum balance of $100.00, but not to exceed $400.00.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The parliamentary reference of Second Sunday shall be the current edition of Robert's Rules of Order, Revised.

ARTICLE XIII - AMENDMENTS

Section 1. The Bylaws may be amended or revised by (2/3) majority of the Steering Committee or a two-thirds majority of those members present at a general membership meeting.

Section 2. Proposed amendments shall be submitted in writing to the Steering Committee or the general membership prior to one regular meeting of the Steering Committee or prior to one regular meeting of the general membership in which the amendment shall be voted.

ARTICLE XIV - DISSOLUTION

In the event of lawful dissolution of Second Sunday, following its payment of all just debts and obligations, the net assets of Second Sunday shall be conveyed, pursuant to designation by the Steering Committee, to one or more organizations devoted to purposes and activities similar to those of Second Sunday and which qualify as tax exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notification of dissolution of Second Sunday shall be made by the Steering Committee to the State of Georgia, pursuant to the Georgia Non-profit Corporation Code.

SECOND SUNDAY

Policies & Procedures Manual: Data Collection Instrument Instructions

Introduction:

Attached is a data collection instrument (DCI) intended to facilitate gathering information on Second Sunday's operations. The goal of this exercise is to document the how we go about the work of Second Sunday, so that it can be formally recorded in a policies and procedures manual. Each officer and committee/program coordinator is a critical piece in the process of holding the monthly large group meeting as well as the activities and programming that occur throughout the month. Completing the DCI is a first cut at gathering the details. Content is more important than form in this endeavor, so please consider all the tasks you do to carry out your responsibilities and record as much of those tasks as you can. Follow-up discussions will most likely be needed to fully document all the processes and help establish and record organization policies in all areas.

The DCI also asks you to record the tasks involved in specifically holding the monthly meeting. The information gathered will be used to create a checklist of monthly meeting tasks for the policies and procedures manual.

Lastly, the DCI ends with an area for comments, suggestions, or questions you have that provide context or clarification for any information provided. Any suggestions for organization policy, structure, or programming may be provided here.

Instructions:

Section I: Self explanatory

Section II, Position Description (for officer's only): Please provide a general description of your position's purpose/role within the organization's structure.

Section III, Mission/Statement of Purpose (for committee/program coordinators only): Please describe your committee's or program's mission or purpose within the organization's structure. For example, the Ambassadors committee's mission might be to provide a comfortable social atmosphere encouraging fellowship after the monthly meeting.

Section IV, Major Functions (for all): Please list the areas of responsibility for your position, committee or program. For example, the Ambassadors committee is responsible for providing

SECOND SUNDAY
POLICIES & PROCEDURES

OUTLINE/TABLE OF CONTENTS

Purpose of this manual

Organization

- Mission Statement
- Primary Event (Monthly Meeting)
  - Description
  - Plan/checklist of meeting tasks and responsible parties (Note: Perhaps should be an appendix to manual listing specific tasks required to carry out the meeting)
- Other events, programs, or endeavors
- Organization Chart

Officers (Executive Committee) – provide position description, major functions, and specific task/responsibilities for each

- Co-Chairs
  - Position description *(General description of position's purpose as recorded in bylaws, if available.)*
  - Major functions *(Broad areas of responsibility for the position.)*
  - Specific tasks *(Step-by-step description of how the work is done)*
- Secretary
- Treasurer
- Historian

Committees & Coordinators (Steering Committee) – provide committee or program description/purpose, major functions, and specific tasks/responsibilities for each

- Activities
  - Mission Statement *(Vision and general description of the committee's purpose)*
  - Major functions *(Areas within Second Sunday for which the committee is responsible)*
  - Specific tasks/responsibilities *(Step-by-step details of processes to carry out the major functions of the committee/program especially as related to the general meeting)*
- Ambassadors/Hospitality
- Finance
- Membership
- My Brother's Keeper
- Over 40 Group
- Public Relations
- Topics

OUTLINE/TABLE OF CONTENTS

Policies – procedural requirements to be institutionalized in the conduct of Second Sunday business

- Meetings – policies for scheduling meetings, recording occurrences and communicating results
  - Frequency of executive committee, steering committee, and other committee meetings
  - Requirements for recording meeting minutes
  - Distribution of minutes to officers and attendees
- Financial operations – policies for receiving and dispersing funds, maintaining financial records, budgeting, and reporting financial position (Note: May actually need a financial operations appendix to the P&P manual)

refreshments at the monthly meeting.

Section V, Specific Tasks (for all): For all the major functions listed in Section IV, please describe the detailed, step-by-step process of carrying out those functions. [Attach additional sheets if more space is needed.] For example, in order for the Ambassadors committee to provide refreshments it must 1) obtain the authorized funds from the treasurer; 2) decide upon a menu; 3) delegate the shopping responsibility among committee members; 4) purchase food items and paper products; and 5) set up the purchased items at the meeting site. [Note: Example for explanatory purposes only and not meant to be accurate.]

Section VI, Monthly Meeting: For each segment of the monthly meeting, please list your tasks or responsibilities.

Section VII, Comments: Please provide any additional information you believe will be helpful in developing the policies and procedures manual. Include any information that doesn't specifically fit into the earlier sections of the DCI. Also, share any input you may have to organizational policies.

SECOND SUNDAY
POLICIES & PROCEDURES

Second Sunday
Goals and Objectives
April 1998 - March 1999

Fill vacancies on Executive Committee

Conduct strategic planning meeting to assess the state of the organization and to build consensus around committee roles and responsibilities

Restructure managing body of the organization

Reintroduce newsletter

Centralize mail access

Revise bylaws to reflect current organizational needs in preparation for incorporation and change to 501(C-3) tax status

Convert to financial software package to accommodate the financial growth of the organization

Implement financial policies and procedures to comply with all governmental regulations

Increase revenues to the organization through collaborative efforts

Identify and secure administrative meeting space

AMENDMENTS TO SECOND SUNDAY BYLAWS

A. Change of name of Hospitality Committee to Ambassadors Committee, as of October, 1997
B. Monthly meetings of the general membership shall now become quarterly meetings, as of September, 1997.

Sections effected include:

Article VII, Section 1, previously read:
Section 1. The Standing Committees will include:

Activities Committee
Hospitality Committee
Membership Committee
Public Relations Committee
Topic Committee

Article VII, Section 1 shall now read:
Section 1. The Standing Committees will include:

Activities Committee
Ambassadors Committee
Membership Committee
Public Relations Committee
Topic Committee

Article X, Section 1 previously read:
Section 1. There shall be monthly meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

Article X, Section 1 shall now read:
Section 1. There shall be **quarterly** meetings of the general membership of Second Sunday. The Steering Committee shall determine the specific date, time and place for each general meeting. Notice for such meetings shall be given each member at least 14 days prior to the meeting.

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SECOND SUNDAY

Policies & Procedures Manual: Data Collection Instrument Instructions

Introduction:

Attached is a data collection instrument (DCI) intended to facilitate gathering information on Second Sunday's operations. The goal of this exercise is to document the how we go about the work of Second Sunday, so that it can be formally recorded in a policies and procedures manual. Each officer and committee/program coordinator is a critical piece in the process of holding the monthly large group meeting as well as the activities and programming that occur throughout the month. Completing the DCI is a first cut at gathering the details. Content is more important than form in this endeavor, so please consider all the tasks you do to carry out your responsibilities and record as much of those tasks as you can. Follow-up discussions will most likely be needed to fully document all the processes and help establish and record organization policies in all areas.

The DCI also asks you to record the tasks involved in specifically holding the monthly meeting. The information gathered will be used to create a checklist of monthly meeting tasks for the policies and procedures manual.

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Instructions:

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Section II, Position Description (for officer's only): Please provide a general description of your position's purpose/role within the organization's structure.

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Section IV, Major Functions (for all): Please list the areas of responsibility for your position, committee or program. For example, the Ambassadors committee is responsible for providing refreshments at the monthly meeting.

Section V, Specific Tasks (for all): For all the major functions listed in Section IV, please describe the detailed, step-by-step process of carrying out those functions. [Attach additional sheets if more space is needed.] For example, in order for the Ambassadors committee to provide refreshments it must 1) obtain the authorized funds from the treasurer; 2) decide upon a menu; 3) delegate the shopping responsibility among committee members; 4) purchase food items and paper products; and 5) set up the purchased items at the meeting site. [Note: Example for explanatory purposes only and not meant to be accurate.]

Section VI, Monthly Meeting: For each segment of the monthly meeting, please list your tasks or responsibilities.

Section VII, Comments: Please provide any additional information you believe will be helpful in developing the policies and procedures manual. Include any information that doesn't specifically fit into the earlier sections of the DCI. Also, share any input you may have to organizational policies.

Policies & Procedures Manual: Data Collection Instrument

I. Identification

Officer position or Committee/Program Name:	
Officer's or Committee/Program coordinator(s)' Name(s)	

II. Position Description (for officer's only): Please provide a general description of your position's purpose/role within the organization's structure.

III. Mission/Statement of Purpose (for committee/program coordinators only): Please describe your committee's or program's mission or purpose within the organization's structure.

IV. Major Functions (for all): Please list the areas of responsibility for your position, committee or program.

V. Specific Tasks (for all): For all the major functions listed in Section IV, please describe the detailed, step-by-step process of carrying out those functions.

Function #1 (from Sect. IV):

Function #2 (from Sect. IV):

Function #3 (from Sect. IV):

Function #4 (from Sect. IV):

VI. Monthly Meeting: Please provide a list of tasks or responsibilities or tasks your position or committee performs in order to conduct the monthly Second Sunday meeting.

Set-up: What do you do in preparation for the meeting? What are you responsibilities to assist in setting up for the meeting? For example, the Ambassadors committee sets up the refreshment area.
The meeting: What is your role or responsibility during the meeting? For example, one of the co-chairs calls the meeting to order and makes announcements.
The social and aftermath: What is your role or responsibility once the meeting has ended? For example, the Topics committee collects evaluations as participants leave the meeting room.

Other: Are there any other tasks that you perform before, during or after the meeting that may not neatly fit into the segments listed above?

VII. Comments: Please provide any additional information you believe will be helpful in the development of Second Sunday's policies and procedures manual.

2ND SUNDAY
ATLANTA, GEORGIA
JOB DESCRIPTIONS, ROLES, AND RESPONSIBILITIES

2ND SUNDAY MEMBERS: *Membership shall be determined by criteria outlined in the approved Bylaws. Each member is jointly responsible for the life and goal attainment of 2ND Sunday. Each member is entitled to: 1)vote at regular meetings; 2)attend all functions of 2ND Sunday; 3)seek elected voluntary and appointed offices; 4)to receive a copy of the monthly newsletter via mail; 5)reduced admission to 2ND Sunday functions and; 6)place issues of concern first to the steering committee and then to the general body.

The general membership shall be the highest governing body. The steering committee shall act on behalf of 2ND Sunday in the interim of the general membership's monthly meetings. The Co-Chairs may act in accordance with the goals of 2ND Sunday between the regular or urgent meetings of the steering committee. The Coordinators may exercise those responsibilities which do not conflict with the duties of other officers and which are in concert with interests and goals of 2ND Sunday. Any member, elected, appointed or voluntary officer who knowingly contradicts the mission statement or bylaws may, after due process, be removed by a 2/3 vote of the Steering Committee.

STEERING COMMITTEE: The Steering Committee shall be composed of the Co-Chairpersons, the Treasurer, the Secretary, and each Committee Coordinator. The Steering Committee shall: 1)hold regular meetings in advance of the membership meeting to; 2)plan the 2ND Sunday agenda; 3)facilitate joint committee activities; 3)provide specific and general direction for 2ND Sunday and; 4)resolve matters of dispute which arise in 2ND Sunday prior to their presentation to the general membership. The Steering Committee shall have the specific responsibility of securing the interest of 2ND Sunday and its membership.

CO-CHAIRPERSONS: 1)Administer 2ND Sunday's business operations in accordance with the expressed or intentional desire of the

membership; 2)Follow-up with Officers and Coordinators to ensure that delegated responsibilities are accomplished; 3)Appoint members to vacant steering committee positions; 4)Serve as signatory with the treasurer on 2ND Sunday's checking account; 5)Uphold 2ND Sunday's Statement of Purpose; 6)Chair ad-hoc committees to handle special events, tasks, and miscellaneous activities; 7)Fulfill the duties of any vacant officer or coordinator position until such time as an appointment to fill the vacancy can be made and; 8)Act on behalf of 2nd Sunday between Steering Committee and/or monthly membership meetings.

TREASURER: 1)Maintain 2ND Sunday's financial records; 2)Serve as one of the signatory on each and all 2nd Sunday financial accounts; 3)Prepare financial reports for monthly Steering Committee meetings; 4)Pay 2ND Sunday's bills; 5)Reimburse members for expenses paid on 2ND Sunday's behalf and; 6)Deposit funds received from dues and other revenue sources.

SECRETARY: 1)Notify the Steering Committee of monthly meetings; 2)maintain the minutes at these meetings; 3)Collect and distribute 2ND Sunday's mail; 4)Handle all 2ND Sunday correspondence and notes of appreciation; 5)Record outgoing message on 2ND Sunday's information line and check the incoming messages; [Note: Messages can be checked weekly and the outgoing message can be updated weekly with the current week's rap group location and topic and any other upcoming events.] 5)Return calls or forward telephone messages to the officers and members; 6)Provide contact list updates to the mailing list coordinator; 7)Maintain 2ND Sunday archives and miscellaneous, non-financial records and; 8)Complete public relations tasks like issuing press releases or contacting local publications when necessary.

NBGLLF REPRESENTATIVES: 1)Serve as 2ND Sunday representatives to the National Black Gay and Lesbian Leadership Forum during the annual national conference; 2)Vote at the conference based on constituent desires; 3)Present issues or motions to the Leadership Forum on 2ND Sunday's behalf; 3)Operate as a conduit of information from 2ND Sunday/Atlanta to regional affiliates and; 4)Spearhead fundraising events to increase the BGLLF fund.

CULTURAL/SOCIAL COORDINATOR: 1)Chair a committee to plan cultural and social events for 2ND Sunday; 2)Work closely with the fundraising coordinator to plan social activities that are revenue producing ventures; 3)Develop a calendar of events that fulfills the varying social needs of the membership consistent with the Statement of Purpose; 4)Promote awareness of events that are culturally educational and entertaining; 5)Advertise 2ND Sunday's events in the local press to increase exposure of 2ND Sunday and potentially increase membership and revenues; 6)Delegate the responsibilities of planning and implementing 2ND Sunday events in order to encourage participation and commitment of all the membership. [Note: This position could possibly be combined with the fundraising coordinator position.]

FUNDRAISING COORDINATOR: 1)Develop a committee to plan activities to generate funds for 2ND Sunday and; 2)Work closely with the social coordinator to plan social activities that are revenue producing ventures. [Note: This position could possibly be combined with the cultural/social coordinator position.]

MAILING LIST COORDINATOR: 1)Maintain a current database of addresses and phone numbers for members, contacts, subscribers, and complimentary recipients; 2)Print mailing labels for the monthly newsletter; 3)Track contact list additions in order to identify those who should be notified that the complimentary issues will cease and; 4)Keep record of birthdays so that members' birthdays may be recognized monthly in the newsletter. [Note: This position could possibly be combined with the membership coordinator position.]

MEMBERSHIP COORDINATOR: 1)Maintain membership roster; 2)Receive membership dues; 3)notify mailing list coordinator of additions or changes and; 4)forward dues to the treasurer for deposit; 5)Encourage members to renew during the annual membership drive; 6)Prepare and mail appropriate letters for new and renewing members; 7)Develop ways to increase membership; 8)Coordinate the annual membership appreciation party. [Note: This position could possibly be combined with the mailing list coordinator.]

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*Membership to 2ND Sunday is accomplished by the payment of annual dues. Dues are $60(12 months x $5.00) per individual or $40 per couple[1]. The membership year is July 1 through June 30 which coincides with 2ND Sunday's fiscal year. At the decision of the steering committee, dues may be prorated to the fraction of the year remaining for those joining 2ND Sunday during the year. For example, an individual joining 2ND Sunday on January 1, may only have to pay $12.50 (50%) to be a member for the remaining part of the membership year.

Those interested in the 2ND Sunday and are contemplating a membership may receive two complimentary issues of the monthly newsletter. With the second newsletter, notice will be included that no further newsletters will be received unless the individual or couple choose to join 2ND Sunday. It is the responsibility of the mailing list coordinator to monitor the number of complimentary issues sent out and when "last chance" notices are warranted.

NEWSLETTER EDITOR and TEAM: 1)Write, edit, assemble, and distribute monthly 2ND Sunday newsletter; 2)Manage and delegate newsletter tasks; 3)Determine the deadline for article submission; 4)Compile and type information and announcements sent in the mail; 5)Review the articles submitted; 6)Lay out the newsletter in copy ready format. The newsletter process begins by submitting articles to the editor (by his determined deadline) for layout. The month's birthdays are obtained from the mailing list database for recognition in the newsletter. The calendar of events is completed based on the articles submitted for social events, occasions, and rap groups. The newsletter is then taken to a copy center where it is copied (usually 175 to 200 copies depending on the month and number of labels printed) and folded (but not collated). Before giving the newsletter to a copy center, it is pasted to 11x17 sheets of paper. The Editor, or designee shall pick up the labels from the mailing list coordinator and buy stamps. "Last chance" letters are inserted in the newsletters to expired contacts. The

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[1]For the purposes of this dues structure, a couple is defined as two individuals sharing a common address. Only one newsletter is mailed to a couple.

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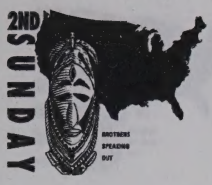
photocopied newsletters are collated, stapled, labeled, stamped, and mailed hopefully to be received before the Second Sunday of each month. Any extra newsletters are held by the secretary to be sent to anyone requesting information about 2ND Sunday during the month.]

PHONE TREE COORDINATOR: 1)Establish teams to activate the 2ND Sunday's membership roster and; 2)contact the members with reminders of events, last minute announcements, and other matters that may arise.

POLITICAL COORDINATOR: 1)Spearhead 2nd Sunday's political action; 2)Promote awareness of current political issues; 2)Encourage activism among membership; 3)Represent 2nd Sunday, as authorized by the Steering Committee and/or the general membership, in interactions with other organizations involved in activism or political endeavors and; 4)Chair committee to coordinate 2ND Sunday's involvement with African American Pride and Atlanta Gay Pride Days, King Day, and other special events of a political nature.

POTLUCK COORDINATOR: 1)Coordinate and/or establish locations and purchase dining supplies (will be reimbursed by the treasurer) for monthly dinners and; 2)Update the Steering Committee and Membership of past and future Potluck events.

RAP GROUP COORDINATOR: 1)Coordinate rap or discussion group meetings typically held for two hours on a bi-weekly basis at the residence of 2ND Sunday members; 2)Determine schedule for discussion groups; 3)Arrange facilitators, location, and topics; 4)Provide article of the month's rap groups for inclusion in the newsletter and calendar of events and; 5)Update the Steering Committee and General Membership of future or past Rap Group events.



DUTIES OF OFFICERS

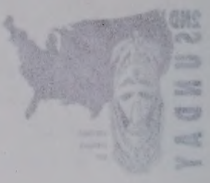
The Officers shall conduct the day-to-day business of 2nd Sunday. Substantive new business shall, whenever practical, be submitted to the Steering Committee for approval.

The Co-Chairmen shall:

1. Be the Chief Operational Officers of Second Sunday and spokesperson(s) of Second Sunday, or shall designate such representative(s)
2. Preside at all meetings of the membership of Second Sunday held for the purpose of conducting official business
3. Make interim appointments as needed
4. Provide a second signature with the Treasurer on all checks for the organization
5. Sign all contracts for Second Sunday or shall designate such representative(s)
6. Serve as ex-officio members of all committees except the elections committee
7. Perform all other functions normally associated with this office or as mandated by the Steering Committee and/or the membership, and in keeping with the stated goals of Second Sunday.

The Secretary shall:

1. Be responsible for recording and disseminating the minutes of all proceedings of the Steering Committee and meeting of the Executive Committee
2. Respond to, distribute and maintain copies of the correspondence of Second Sunday at the direction of the Co-Chairmen
3. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday.


2ND SUNDAY

DUTIES OF OFFICERS

The Treasurer shall:

1. Be the Chief Financial Officer of Second Sunday and have charge of all assets of this organization

2. Prepare and enforce adherence to an annual budget for the organization in partnership with the Finance Committee

3. Certify the dues-paid status of members when appropriate

4. Make financial reports to the Steering Committee at least once each quarter

5. Sign, with one or the other Co-Chairmen, all checks for Second Sunday

6. Maintain accurate records of the financial transactions of Second Sunday in accordance with the standards established by the American Institute of Certified Public Accountants and in accordance with the fiscal year of Second Sunday, which is January 1 through December 31

7. Perform all other functions normally associated with this office and/or as mandated by the Steering Committee and/or the Co-Chairmen, and in keeping with the stated goals of Second Sunday

The Historian shall:

1. Be responsible for the recording, maintenance and cataloguing of the organization's activities, events and other interests utilizing all accessible mediums (print, audio, video, etc.).

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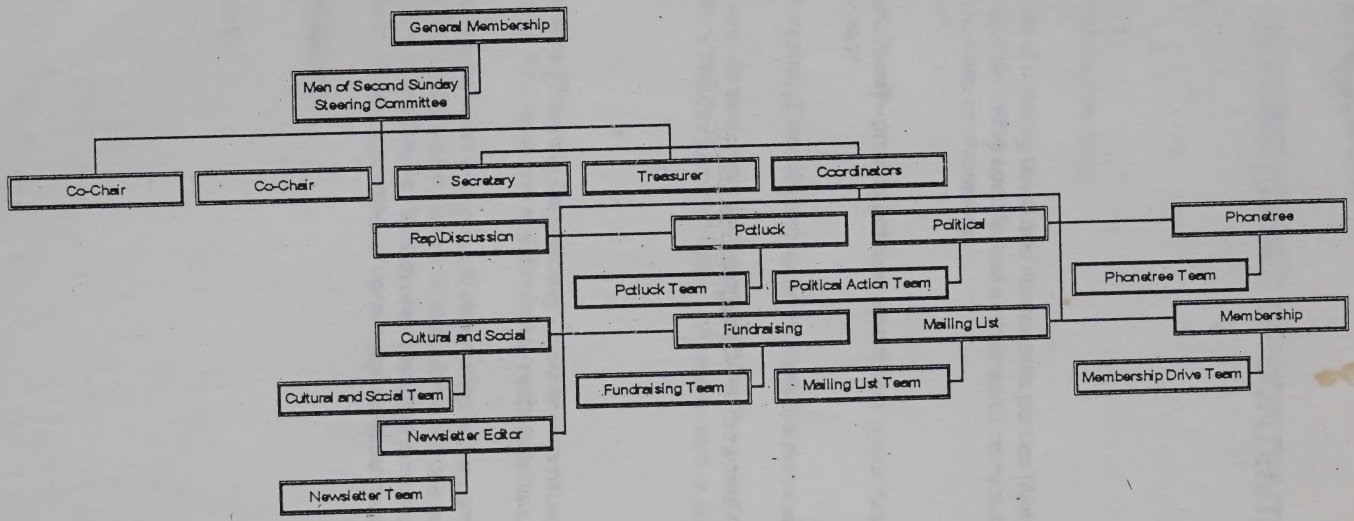
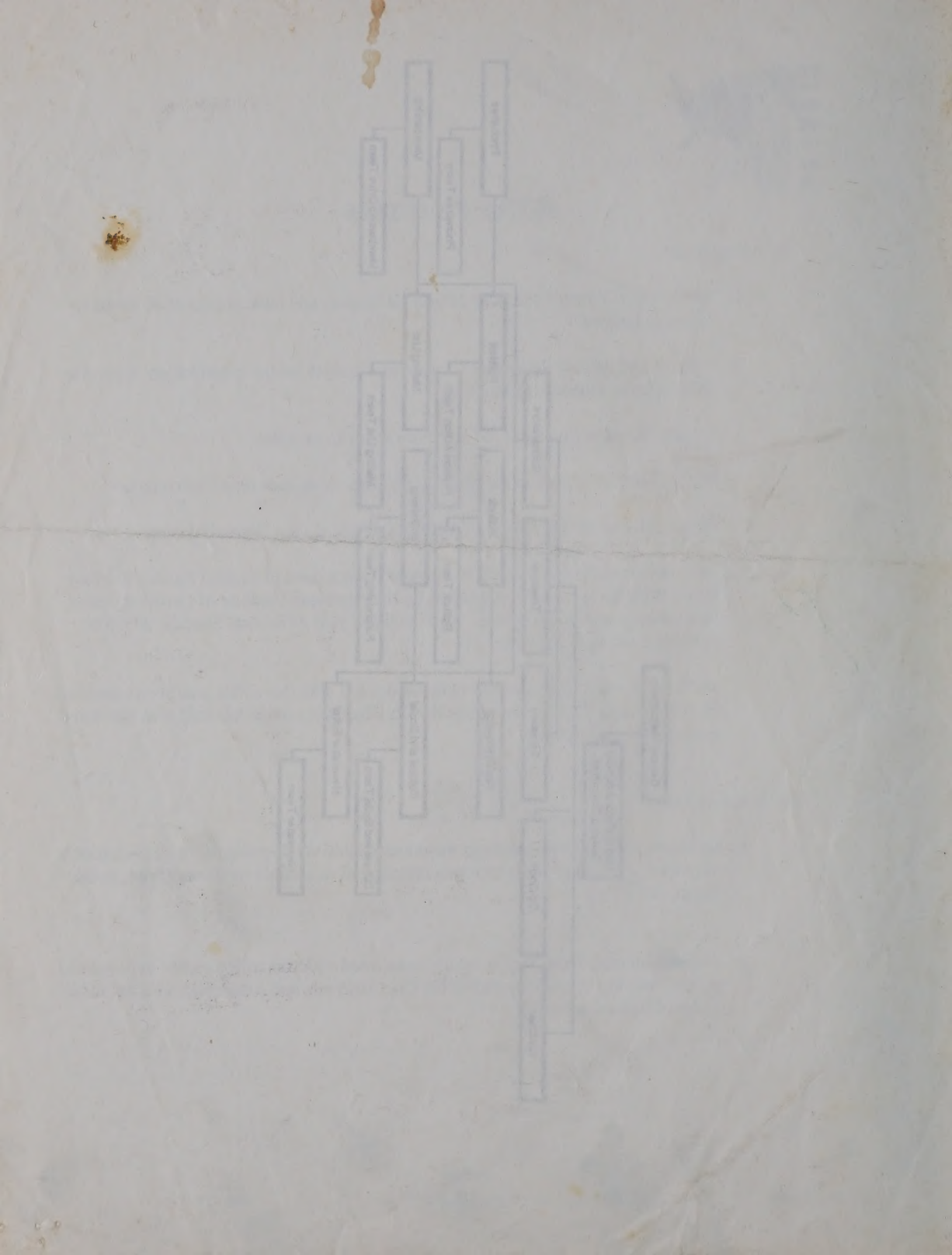

General Membership
Men of Second Sunday Steering Committee
Co-Chair
Co-Chair
Secretary
Treasurer
Coordinators
Rap\Discussion
Patluck
Political
Phonetree
Patluck Team
Political Action Team
Phonetree Team
Cultural and Social
Fundraising
Mailing List
Membership
Cultural and Social Team
Fundraising Team
Mailing List Team
Membership Drive Team
Newsletter Editor
Newsletter Team



SECOND SUNDAY
POLICIES & PROCEDURES

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POLICIES & PROCEDURES

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  - Requirements for recording meeting minutes
  - Distribution of minutes to officers and attendees
- Financial operations – policies for receiving and dispersing funds, maintaining financial records, budgeting, and reporting financial position (Note: May actually need a financial operations appendix to the P&P manual)

SECOND SUNDAY
POLICIES & PROCEDURES

OUTLINE/TABLE OF CONTENTS

Purpose of this manual

Organization

- Mission Statement
- Primary Event (Monthly Meeting)
  - Description
  - Plan/checklist of meeting tasks and responsible parties (Note: Perhaps should be an appendix to manual listing specific tasks required to carry out the meeting)
- Other events, programs, or endeavors
- Organization Chart

Officers (Executive Committee) – provide position description, major functions, and specific task/responsibilities for each

- Co-Chairs
  - Position description *(General description of position's purpose as recorded in bylaws, if available.)*
  - Major functions *(Broad areas of responsibility for the position.)*
  - Specific tasks *(Step-by-step description of how the work is done)*
- Secretary
- Treasurer
- Historian

Committees & Coordinators (Steering Committee) – provide committee or program description/purpose, major functions, and specific tasks/responsibilities for each

- Activities
  - Mission Statement *(Vision and general description of the committee's purpose)*
  - Major functions *(Areas within Second Sunday for which the committee is responsible)*
  - Specific tasks/responsibilities *(Step-by-step details of processes to carry out the major functions of the committee/program especially as related to the general meeting)*
- Ambassadors/Hospitality
- Finance
- Membership
- My Brother's Keeper
- Over 40 Group
- Public Relations
- Topics

SECOND SUNDAY
POLICIES & PROCEDURES

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SECOND SUNDAY
POLICIES & PROCEDURES

OUTLINE/TABLE OF CONTENTS

Policies – procedural requirements to be institutionalized in the conduct of Second Sunday business

- Meetings – policies for scheduling meetings, recording occurrences and communicating results
  - Frequency of executive committee, steering committee, and other committee meetings
  - Requirements for recording meeting minutes
  - Distribution of minutes to officers and attendees
- Financial operations – policies for receiving and dispersing funds, maintaining financial records, budgeting, and reporting financial position (Note: May actually need a financial operations appendix to the P&P manual)